

Murphey Middle School

“Murphey Middle School students will be prepared for high school and empowered to become college and career ready.”



Faculty/Staff handbook
2021-2022

Derrias Priestley, Principal
Pamela Forston, Asst. Principal
Kelly Winstead, Asst. Principal
Marvin Washington, Asst. Principal

1921 Eagles Way, Augusta, GA 30904
706-737-7350 (phone) / 706-737-7353 (fax)

Murphey Middle Mission: “Murphey Middle School students will be prepared for high school and empowered to become college and career ready.”

Murphey Middle Vision: School wide commitment to fostering an inviting atmosphere full of innovative education, community partnerships, and self-sufficiency for all students.

Murphey Middle Goals:

- We will integrate literacy throughout all content areas.
- We will increase mathematics, social studies, and science achievement in all grade levels.
- We will establish a positive school culture that promotes strong academic achievement.

Murphey Middle Beliefs and Values:

- Every student deserves an opportunity for a quality education.
- All children can learn and achieve personal goals.
- Each student is a valued individual with unique physical, social, emotional and intellectual needs.
- Awareness and understanding of individual and cultural differences contribute to a positive learning environment.
- High expectations courage students to reach high levels of achievement in physical, emotional, social and academic development.
- A variety of teaching methods is needed to meet diverse learning styles
- Teamwork among school personnel, home and community enhances learning.
- It is the responsibility of the home, school and community to model and encourage good character.
- The commitment to continuous improvement is imperative if our school is going to enable students to become confident, self-directed, life-long learners.

Dear Faculty and Staff,

The purpose of this handbook is to provide information that is vital for the daily and efficient operation of our school. The policies and procedures of this handbook will supplement the Richmond County Employee Handbook. The Richmond County policies and procedures take precedence in the instance of any conflict with this handbook.

Familiarize yourself with the information contained in this handbook in order to better serve your colleagues and your students. You are responsible for any material presented in this text as well as any information presented throughout the school year. **The goal of this information is to maximize instruction by helping you become efficient and effective with the routine matters of the school.** I hope that the following information will assist you in knowing what is expected.

Our expectations are high for our students, and we should settle for nothing but their best each day. In the same regards, we should strive every day to be our best by being model teachers and professionals, exemplifying high moral and ethical behavior, and displaying dedication, commitment, and a strong work ethic.

We are here for our students, the community, and each other. **Teamwork and collaboration are vital to our success and the success of our students. By sticking together, even in the face of adversity, the challenges of each day will only make us stronger and more determined to be the best.**

If you have any questions or concerns, feel free to discuss them with me any time. I am here to make your job more enjoyable and rewarding as you endeavor each day to help our students achieve their best. I am excited about the upcoming year and humbled to be a part of a great staff and a rich tradition of academic excellence. It is my mission to remain Fair, Firm and Consistent at all times and the administrative team is committed to the success of Murphey Middle School.

Administrative Responsibilities

Derrias Priestley-Principal

Instructional Leadership	Public Relations
Personnel	Budget
CCRPI	TOTY
School Improvement Plan	Guidance Department
Professional Learning	Clerical Staff

Pamela Forston- Assistant Principal

6 th Grade Discipline	Collaborative Planning
Georgia Milestones EOG Test Coordinator/Testing	Instructional Coach
First Year Academy	Gifted
Special Education	Grade Verifications
Syllabi Expectations and Teacher Webpage Monitoring	

Marvin Washington- Assistant Principal

7 th Grade Discipline	Hospital Homebound
Attendance	ISS
Pep Rallies/Assemblies	Public Safety
PBIS	School-wide Discipline Plan
New Teacher Induction	Hospital Homebound
Faculty/Staff Recognitions	

Kelly Winstead- Assistant Principal

8 th Grade Discipline	Buses/Parking
Connections	Duty Coordinator/Transition Teams
Athletics	Media Specialist/Textbooks/Instructional Technology
Safety Coordinator	504 Program Coordinator
Custodians	Operational Data Coordinator

Teachers' Duties and Responsibilities

- Reporting to work on time
- Report to all scheduled meetings on time (professional learnings, faculty, etc.)
- Submitted attendance, grade and other items on time
- Carrying out duty assignment(s) such as lunch, bus, and/or special duty
- Attending staff meetings, committee meetings, PTO meetings, and required games
- Attending professional learning sessions
- Supervising students at all times
- Receiving approval prior to leaving campus (Write It, Don't Say It)
- Creating, communicating, and enforcing a classroom discipline plan/adhering to referral procedures/protocols
- Making parental contact(s)
- Supervising students in the hall during class change (standing at your door)
- Reporting to class on time after lunch or planning period
- Contacting the principal when going to be absent and calling for a substitute
- Preparing and making accessible necessary materials for a substitute
- Creating an emergency lesson plan packet to turn in to the front office secretary
- Following a professional dress code

Teacher Job Description

Under the direction of the school principal and his/her designee, plans, and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure Success for Every Student. Supervises students in a variety of school related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Develops, selects and modifies instructional plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.

Professionalism

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.

PERFORMANCE RESPONSIBILITIES: (Asterisk for essential job duties.)

1. Plans a program of study that meets the needs, interests and abilities of individuals to ensure success for every student (*)
2. Reports to work on time and is prepared for all classes and duty assignments (*)
3. Creates a classroom environment that provides student involvement in the learning process and enables each student to achieve learning objectives
4. Provides an instructional program to meet the needs of all students including students with disabilities (*)
5. Prepares lesson plans and other documentation as required by principal or his/her designee.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students (*)
7. Establishes learning objectives consistent with appraisal of student needs, requirements of RCSS curriculum framework, and knowledge of human growth and development (*)
8. Plans for and utilizes instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives (*)
9. Assesses the learning and behavioral needs of students on a regular basis. Provides input as needed to IEP's of students with disabilities ensuring the implementation of modifications including co-teaching as needed.
10. Takes all necessary and safety precautions to protect students, equipment, materials and facilities (*)
11. Maintains accurate and complete records as required by law and per RCSS policy and administrative regulation (*)
12. Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
13. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
14. Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual
15. Plans and supervises purposeful assignments for instructional assistants, teacher assistants, and volunteers (*)
16. May evaluate paraprofessional's job performance with department heads and/or administrators
17. Maintains fair and accurate grading policies and procedures, attendance, email and web pages as required through the technology system provided by the RCSS
18. The employee shall carry out such other and further duties, whether specifically listed above or not, as are assigned or required by such employee's supervisor, other appropriate school personnel, law board policy administrative regulation, department handbook, as are reasonably necessary to the efficient operation of the school system and its mission.

Teachers' Work Day

The workday for regular teachers begins at 8:15 a.m. and ends at 4:15 p.m. We work an 8hour day. Each teacher is to sign-in upon arrival at school and is expected to be at his/her classroom door at 8:45. Teachers sign in and sign out through the School Check-In System on the computer in the front office. Teachers should check their boxes daily upon arrival, during their planning periods, and when leaving. Each teacher is to sign-out at the end of the day. Failure to sign in and out could result in you being counted absent for a day of work.

Leaving Campus

Teachers are not permitted to leave campus during the work day, except for an emergency. In emergency situations, permission must be obtained from the principal. For all other requests, complete the "Write it, Don't say it" request form and submit it to the front office staff.

Teacher Absence Procedures

These guidelines apply to all faculty and staff

Pre-Planned Absences:

- Notify Administrator at least three days prior to absence n person and follow up in writing.
- Complete Certificate of Absence and turn it into the Book-Keeper within 48 hours of return.

Emergency Absences:

- Call Grade Level Administrator
- Login to AESOP and record absence including date and reason for absence. Note whether or not a substitute is required to fill this absence. Also include information for substitute to pick up folder from the front office at the time they enter the building.
- Certificate of Absence is due to the Bookkeeper within 48 hours of return to work.

Sick Leave/Medical Excuses:

Each staff member is required to bring in a medical/doctor excuse after each absence after the 3rd consecutive day of a sick/medical absence. The excuse should be provided to the bookkeeper within 48 hours of the absences. If an excuse is not provided, the staff member will have that time deducted from payroll. Staff members are strongly encouraged to NOT schedule appointments during school hours.

Personal Leave:

Staff members are allotted three personal days each school year with the following stipulations:

- Three-day advance notice provided to administration (can be denied if directive is not followed)
- Must not extend a school vacation/holiday unless approved by central office.
- After using three personal days, the fourth personal day will be docked from pay.

Substitutes/Class Coverage:

Staff members with planned, approved absences should work with administration to seek classroom coverage not requiring a substitute. For example, students can be dispersed on team and/or grade-level.

Chronic Absenteeism:

Staff members absent 3 or more days within a grading period will be required to have a conference with administration logged in through TLE Platform. Documentation will be attached to justify absences or

document abuse of attendance policy. Abuse of attendance policy can result in an ineffective score under TKES Standard 10 Professionalism.

Note: Staff members not signing in and out through computer system will be warned, advised through a conference, and can potentially impact payroll. This system is a written artifact of your attendance.

What should be available for the substitute teacher:

- Substitute Notebook including schedules, rosters, seating charts, assignments, list of team leaders, policy and procedure for reporting behavior issues. (Located in the Main Office)
- Books, copies necessary for students to complete assignments
- Login/passwords if allowing the substitute access to designated computer
- Name of co-teacher if applicable
- Schedule for SPED student where appropriate
- Name of grade level administrator
- School floor plan
- Lunchroom procedures and policies
- Restroom Guidelines
- Connections rotations with rosters.

Substitute Notebook:

Each teacher must develop and turn into the office a Substitute Teacher Notebook. Notebook should be updated after each absence to ensure that all components are available for the next substitute teacher. The BOOK will be stored in the front office.

School Procedures when substitutes arrive:

- School Secretary will greet the substitute in the front office
- School Secretary will provide the substitute with directions to the classroom

Team Procedures when a substitute does not arrive:

- Split list should be created to accommodate all possible scenarios (The list should be turned into the grade level administrator and updated at the end of each grading period)

RTI/504/IEP

Teachers should make efforts to meet the individual needs of students. Students who are experiencing serious academic, adjustment, or behavioral difficulties should be referred to an RtI team or MTSS Specialist. Response to Intervention (RTI) is a practice of academic and/or behavioral interventions designed to provide early, effective assistance to underperforming students. Research-based interventions are implemented and frequent progress monitoring is conducted to assess student response and progress. The student's response is used as feedback to more accurately target interventions. When students do not make progress, increasingly more individualized interventions are introduced. Student needs may also be addressed through 504 and an IEP.

Hospital Homebound

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. Mr. Washington is the point of contact.

Homework

The Richmond County Homework Policy will be followed. Parents are given a copy of the policy at registration. Teachers should be aware of the requirements of the policy and should implement an evaluation process for homework assignments. Teachers assign homework as practice for the skills being taught at school. These assignments reinforce what the students are learning each day in the classroom. Thus, it is very important for parents to work with students to complete the assigned homework. Homework is assigned almost every night and can usually be completed within one hour. All teachers are expected to post the current week's homework assignments on the school's webpage. Both students and parents depend on being able to find these assignments.

Make-up Work

The teacher shall promptly and courteously allow students the opportunity to make up all missed assignments and tests. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time specified by the teacher. In the event of an extended absence, student work may be requested by calling the school. The parent should be able to pick up the work at the end of the day following the request. Class work and tests missed due to unexcused absences are subject to a percent grade reduction.

Infinite Campus

Each teacher is responsible for entering grades for the students in his/her classes. This information should be entered and updated on a weekly basis, with minimum of one grade per week. All grading deadlines, for the purposes of Progress Reports and Report Cards, must be adhered to. Graded assignments must be labeled with the name and date of the assignment. Tests/exams should be given periodically in an effort to determine mastery and progress. Tests/exams should be marked as such in the Gradebook. It is every teacher's responsibility to make sure his/her gradebook is set up correctly. Questions regarding setup should be addressed with the data clerk and/or the grade level-chair. Grading policies must be provided to parents—particularly in the case of weighted grading. Failure to follow these grading guidelines may result in a letter of reprimand being placed in an employee's personnel file.

Reports/Paperwork/Deadlines

Do not rely on Infinite Campus for long-term documentation of grades and attendance. After grades for each grading period are finalized and posted, print a copy to keep in your gradebook. At the end of the year, the final grade book should be printed and taped inside your gradebook. Your syllabus and an explanation of your grading procedures should be taped in the inside front page of the official RCSS record book. Accuracy and adherence to due dates are expected. Lists of names, records, etc. should always be kept in alphabetical order.

Email

No mass emails are permitted to be sent out without prior permission of administration. All emails and other electronic correspondence should be kept professional and focused on the academic success of the child. Please stick to the facts and keep emails short and to the point.

Procedures For Reporting Suspected Child Abuse/Neglect

Georgia Law requires all persons who suspect child abuse/neglect to report it to the Department of Family and Children Services (DFACS). As the law relates to school institutions, it requires the observer to report it directly or cause it to be reported via the building supervisor. Any person or official required to report a suspected case that knowingly and willfully fails to do so should be guilty of a misdemeanor. The procedure to be followed is as follows: The staff member suspecting child abuse/neglect must:

1. Report (immediately) the suspected child abuse/neglect to the guidance counselor, or the assistant principal in the absence of the principal. The employee will then make the report to the Intake Worker at the Department of Family and Children Services. This will be done in the privacy of an administrator's office or a counselor's office.
2. Complete the Suspected Child Abuse Referral Form available in the guidance office prior to calling DFCS since the intake worker will need this information. A copy of this referral goes to the Board attorney, Public Safety Department, the principal, and one to the person making the referral.
 - A. Allow the nurse or counselor to make a preliminary observation of any suspected abused child, if applicable.
 - B. Expect a follow-up report from personnel at DFCS.
3. **You are not the investigator.** If you suspect it, then you must report it. If you do not report it, then you can be held legally liable.

Accidents, Injuries, and Illness

Students:

In the event of an emergency, illness or accident, school office personnel may administer first aid ONLY. Do not make a diagnosis or give any medication of any kind—not even ASPIRIN.

If a student is on prescribed medicine, a copy of the directions for giving the medicine should be given to the nurse in the clinic. The medicine must be left in the clinic and the student sent to the clinic to take it.

All accidents, injuries, etc. that take place at school or on school premises must be reported to the school nurse. An accident report form should be completed and filed in the office.

Faculty and Staff:

All employees should report all accidents to their immediate supervisor immediately. Failure to report an accident within 30 days may result in loss of coverage. Worker's Compensation accident reports should be filed on an employee whether or not the employee received medical treatment. Our insurance carriers are requiring that we determine the cause of the accident and what corrective action will be taken to prevent similar accidents.

All reports must reach the Department of Worker's Compensation within two working days of accident. Failure to file this on time could subject the Board to a penalty of up to \$1,000.00.

Employees must visit one of the approved physicians. If the employee needs emergency treatment, he/she may report to the emergency room of one of the public hospitals. The hospital should contact one of the approved physicians.

If any employee is required to stay away from his/her job due to any injury received on the job, be sure to notify the Worker's Compensation office at the Central Office. THIS IS IMPORTANT! This information must be reported to the worker's compensation board immediately. If the injured employee should return to work the next day and work one or more days before being required to remain off the job, report each incidence of this. The Worker's Compensation office should be notified when an employee returns to work. If an employee cannot return to FULL DUTY, he/she must contact the Worker's Compensation department before returning to work.

Contact with Students

Do not hit, push or commit any other form of physical abuse to students. If you break up a fight, be very careful of how you handle students. Putting your hands on students can result in suspension or termination.

Daily Attendance

It is of great importance that attendance data is checked and recorded properly and carefully, every period. Appropriate and/or improved attendance data is a "CCRPI" requirement.

Bookkeeping & Accounting

(see Accounting Policies & Procedures handbook) See bookkeeper for all appropriate forms to use for purchases, deposits, fund raising, etc. Teachers must complete the form and have principal approval prior to any purchasing for school related items. When the purchase is approved by the principal, submit receipts immediately to the bookkeeper. You will not be reimbursed after 60 days. For Title I funds, the monies must be allocated and reimbursement will come only if you have the signed approval of the principal.

Approved county receipts books will be issued by the bookkeeper for you to use when collecting funds at the beginning of the school year. Additional receipt books will be requested as needed throughout the year and all completed receipt books must be returned to the bookkeeper. All money collected from students/parents must be submitted with appropriate receipts and completed cash receipt forms to the bookkeeper immediately upon receiving.

On the day before a holiday, all money must be turned in for deposit before 12:00 noon. When collecting for a club or event, set your deadlines a few days before a holiday so you will have enough time to collect, count, and turn in all your funds before 12:00 noon the day before a holiday. If the bookkeeper is absent, do not leave deposits on her desk; see Ms. Ware. NEVER leave money in your classroom. All funds should be locked in the vault room on a daily-basis. Do not send money/deposit to the bookkeeper by a student.

Clubs

All money raised by any club or class project must be deposited with and accounted for by the school. All fundraising activities must be cleared through the principal **beforehand**. See the bookkeeper for the correct form. **Do not** make any arrangements with a vendor without the principal's prior approval. Each club is urged to have a project that will help improve Murphey in some way. All club money must be spent on school projects. No club can raise money for parties or for gifts unless the gifts are projects for the school as a whole. Food and drink sales are not permitted during the school day. Do not keep money in your room. We can keep it in the safe until you are ready to turn it in to the bookkeeper.

Parent Conference

Appointments will be made for parents to confer with a teacher when a parent requests a conference. The teacher or teachers involved will be notified. Teachers are expected to attend these conferences. If there is a conflict of time, the teacher or teachers who are unavailable are to contact the parent and set another date. Teachers should hold no conference with parents during class time. If a parent comes to your door unannounced, please send him/her to the office.

Confidentiality of Personally Identifiable Information

All school personnel shall adhere to Georgia State Board Policy IDDF--Confidentiality of Personally Identifiable Information. Personal information includes student information sheets, grades, discipline records, test data, academic and psychological reports, individualized education plans (IEPs), Student Support Team/RTI data, and any other information that may be used to identify a student. This policy is also referenced in the section entitled Internet Usage for Employees.

Dress Code

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 of the Uniform Code of Student Conduct. Employees are expected to meet or exceed its standard in their professional dress and grooming.

The following items are considered appropriate attire:

Men:

Shoes with socks

Ties

Slacks

Short/long sleeve collared shirts

Sports jackets/suits

Crew/Mock/Turtleneck shirts

Polo/Golf shirts

Women:

Shirts/blouses tucked in when appropriate

Skirts/dresses (**appropriate length)

Slacks

Suits

Knit shirts

Denim dresses/skirts

Coordinate Capri Pant Suits (mid-calf)

**Length guideline-Length not more than 2 ½ " above knee (mandatory)

Note:

- There will be general exceptions for dress made for special areas of instruction and events, such as physical education instruction, field trips, spirit day, etc., made by the site supervisor.
- Athletic shoes are NOT allowed to be worn during PTA or any activity leaving school site unless receiving prior permission from site supervisor (i.e. field trip to Phinizy Swamp).
- Ties are preferred at scheduled parent/teacher conferences, PTA and any formal activities at the school or in the community.
- Failure to adhere to this policy will be reflected TKES Platform

Faculty Meetings

All teachers must be present unless excused by the principal. Brief “called” faculty meetings may be held at other times as necessity demands. Faculty meetings are used to deliver professional development, to disseminate information and policy, to exchange information from teachers, and to recognize special events. Your attention and prompt attendance are required. Classified employees will be given advanced notice when they will need to stay for a faculty meeting.

Discipline

Cooperation and proper behavior are required from students before a school can be effective. (Make sure you are familiar with the code of conduct handbook.) Teachers should set reasonable expectations for the students and then be fair and consistent in working with all children. We need to ask ourselves, if this were my child, what would I want his/her teachers to do? As stated in the Handbook for Teachers of Richmond County: “The teacher should in general take care of his/her own discipline problems, with the realization that inability to do so will weaken his/her position of leadership in the classroom.” However, he/she should not hesitate to call the principal or assistant principal for assistance when necessary. Each teacher should clearly explain what is expected from students and develop techniques for dealing with discipline problems. Students ARE NOT to be sent from the classroom to stand in the hall or be sent to the front office.

NOTE: The guidance counselor can assist with listening, etc., to a student who needs to talk, but the counselor is not to be thought of as the disciplinarian for classroom problems.

Classroom management begins the first day of school. If you take a few days at the beginning of the year to establish your expectations, your job will be easier the rest of the year. If you don’t, you will be dealing with discipline problems all year long.

Discipline Plan –Each teacher/team: It should be simple, concise, and direct. It should also be posted in your classroom and explained thoroughly to your students. It should consist of steps you will follow in the event of a discipline problem. An example follows:

1. Teacher will correct student. (Most incidents will end here.)
2. Teacher will call parent.
3. Teacher will issue student team detention, etc.

Teachers will be asked what you have done to help PREVENT this problem. We should all act BEFORE and not REACT AFTER. The telephone, email, Classdojo, PBIS app and Remind correspondence are your most important tools. Teachers who hesitate to talk or communicate with parents are not using all the methods that are available to them. Please do not expect your problems to be handled by someone else. Attitude is important in working with students. There are many times when we create our own problems by getting angry, demanding the impossible or ridiculous, threatening, or expecting too much.

Do not lose control of yourself and in turn lose control of your class. **Please remember that it is never appropriate to touch or grab a child.**

Discipline will be administered fairly and consistently.

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. **Lockdown drills** will be held throughout the year. When the code is given or the alarm sounds, everyone must follow the outlined procedures for whichever type of lockdown (soft or hard). In the event that school is canceled due to other inclement weather, school closure announcements will be broadcast or announced on the local radio and television stations.

All drills will be activated and logged using the Navigate Prepared app. This app can be downloaded to your mobile device or computer/tablet.

Guidance and Counseling Department

Murphey Middle School has a comprehensive developmental guidance and counseling program with many components. Our school counselors are available to provide a support system to help students experience educational success. Individual counseling, small group counseling, and classroom guidance opportunities are services provided to improve student academic performance, improve student behavior, increase students' self-awareness, mental health and improve interpersonal skills. In addition, the school counselor provides information on careers, study skills, decision-making skills, and other life skills. Through collaboration with educators, parents and community resources, our counselor assists with guiding students through their educational experience to ensure positive results.

Hall Passes for Students

When a student leaves the classroom to travel to any location other than his/her assigned classroom, he/she **MUST** have a Hall Pass. Students are **NOT** allowed in the hall without a Hall Pass. In the event of a medical emergency, a student may be escorted to the Clinic without a Hall Pass

Internet Usage for Employees

School employees must exercise great caution when using technology including, but not limited to email accounts, Facebook, SnapChat, and Twitter, due to the public nature of these programs. School employees should refrain from posting any personally identifiable information about students, fellow employees, supervisors, or themselves on public sites or in chat rooms as these are public in nature and may cause liability issues for the employee, the school, or the school district.

Unattended Classes

Teachers are **not to leave classes unattended** except when it is absolutely necessary. If an emergency should arise and you have to leave your class, tell the teacher next door to check in on your class until you can return. Remember you are responsible for each student in your class, as well as timely preparation for your classes.

***Please note this is a living document. Upon any updates, proper notification will be made.**