

W.S. Hornsby Middle School



Faculty and Staff Handbook

2021 – 2022

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The purpose of this handbook is to familiarize faculty and staff members with school policies, established routines and procedures of operation. It is published in an effort to enhance positive relationships and to promote open lines of communication.

W.S. Hornsby Middle School Faculty and Staff 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, emails 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. Information contained herein deals mainly with building policy and supplements information stated in the [Richmond County Employee Handbook](#) and other system publications. Staff members are responsible for information contained in all issued handbooks.

Through everyone's cooperation and teamwork, we will go in the same direction and in the same manner to attain the goal of providing the best possible education for the students at W.S. HORNSBY MIDDLE SCHOOL.

Best wishes for a successful and rewarding year.

Carletha Doyle
Principal

Mission Statement
Making the GOOD -Great
Every Student, Everyday!

Vision Statement
Our Mission is to Develop and to Educate Students who are Empowered
with 21st Century Skills, and who are Motivated to become
Lifelong Learners; Equipped for Future Success!

Beliefs

W.S. Hornsby Middle School believes that:

- student learning should be the chief priority of the school and should be the focus of all decisions,
- all students have the ability to learn and should be provided with a variety of instructional approaches and media and technology to support their individual learning styles,
- each student is a valued individual whose self-esteem and overall success is enhanced by positive relationships and mutual respect,
- students should demonstrate their understanding of essential knowledge and skills as well as be actively involved in solving problems and producing quality work,
- positive values, ethics and character should be incorporated into the classroom and modeled by educators in order to create well-rounded citizens,
- teachers, administrators, staff, parents, students and the community share the responsibility for advancing the school's mission

Daily Affirmation

Jaguars!

Every accomplishment begins with the decision to TRY!

You are a Leader! You are a Scholar! You are a Champion!

Winning begins inside of you!

Thank you for making the Good Great Every Student Everyday!

WE HAVE JAGUAR PRIDE!



Our Staff Members Are...

- P. **ASSIONATE**
- R. **EFLECTIVE**
- I. **NTENTIONAL**
- D. **ATA DRIVEN**
- E. **VOLVING**



COVID-19 Coronavirus Information

A major concern of the W.S. Hornsby community is how students can go back to school safely during the COVID-19 pandemic. The Richmond County School System works daily to ensure the health and well-being of our students and staff by developing, implementing, and delivering school health services throughout the year. Occasionally, extraordinary efforts are required to meet particular challenges, such as the recent concerns about coronavirus (COVID-19). The Richmond County School System is currently following the lead of the Centers for Disease Control (CDC), the Georgia Department of Public Health (GDPH), the Richmond County Board of Health (RCBOH) as well as other local, state, and federal agencies to make sure the school system has the most up-to-date information available.

Below are links that may be referred to for information concerning COVID-19 and the safe return of students, faculty, staff and all stakeholders to the schools.

Source: Centers for Disease Control (July 23, 2020) <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/parent-checklist.html>

Source: Centers for Disease Control (May 19, 2020) <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/schools.html>

Source: American Academy of Pediatrics (July 14, 2020)
<https://www.healthychildren.org/English/health-issues/conditions/COVID-19/Pages/Return-to-School-During-COVID-19.aspx>

Richmond County Board of Health

<https://ecphd.com/counties/richmond-county-health-department/>

**4/7 Public Health Emergency Line
1-866-PUB-HLTH (1-866-782-4584)**

Safety Procedures

Purpose

The safety and well-being 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 persons here at W.S. HORNSBY MIDDLE SCHOOL. 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. For specific information, please refer to the W.S. HORNSBY MIDDLE SCHOOL Site Safety Manual.

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 of all is threatened.

Warning Procedures/Fire Drill/Bomb Threat

The main office will be alerted of impending natural disaster or industrial accidents. In which case, the intercom, persons with radios or messengers will be used to alert the rest of the school. The following persons have radios: Administrative Staff, Front Office Personnel and Custodians. In the event of a bomb threat, we will evacuate 1000 ft. from main building. The same escape route as used for a fire drill.

Visitors

All visitors must stop by the office and request a visitor's pass. In order to visit the school, a person must have specific, official business.

Tornado/Natural Disaster Drill

Teachers will direct their classes to line up along the interior wall outside of their classrooms. Teachers will take attendance, remain with students, give clear directions, and ensure 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.

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."

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.

Discharging or Possession of a Firearm on School Property

1. The first person aware of the presence or possible presence of a firearm should:
 - Quickly and discreetly, direct students away from the location and into a room.
 - Send a messenger to alert an administrator, public safety or anyone with a radio or telephone.
2. A code “Hard 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 bathroom.

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 office with appropriate copies sent to the central office to substantiate insurance and or workers’ compensation claims.

Announcements

Send all announcements that need to be made to the front office for principal approval. All announcements must be received at least one day prior to being read.

No last minute announcements will be made.

Attitude of Teachers

The way teachers talk, the way they act, the sound of our voices, the way we begin the day, pursue our tasks, treat children and co-workers, and accept responsibility is shown in our attitude. Attitude is developed; no one is born with it. It determines whether or not a person will be effective in his/her thinking. A teacher with a poor attitude will do a poor job in the classroom. W.S. HORNSBY MIDDLE SCHOOL teachers are expected to project a positive attitude in performing duties and responsibilities. Remember that we can be the most positive influence in a child’s life are role models for the children we teach.

Expectations

- **FOCUS**
- **OBSESS**
- **PERFORM**

Audio-Visual Service

Audio-visual assistance is provided by the media center. Requests for equipment should be made prior to the date of use. All equipment and materials must be checked out through the media center staff. 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. 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.*

Additionally, the poster maker and laminator are available for teachers. The media specialist is responsible for making posters and laminating papers according to predetermined days. Only products that will be used over time will be laminated.

Bullying

All reports of bullying must be reported using the Bullying or Harassment Report Form. (See Appendix B)

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 out of sight. Faculty and staff may use cell phones during their planning times and other times students are not present and in the event of an emergency. All faculty and staff that plan to bring their cell phones to school shall sign a cell phone agreement and submit it to the front office. Telephone calls to parents should not take place in the presence of students.

Classroom and School Appearance

The appearance of the classroom can stimulate tremendous interest in learning. Bulletin boards and student work displays should be kept **attractive and updated**. The classroom should be free of trash and cluttered materials. All students' books and materials should remain in the desks and not on the floor. Teacher materials should be stored neatly, out of sight, rather than in corners, against walls or on top of cabinets.

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 at the appropriate times. Improper behavior is to be immediately reported to administration.

Clerical Duties/Bookkeeping

Accurate records are a must. Daily attendance on the computer, cumulative records, grade books, report cards, progress reports, [Infinite Campus](#) etc., must be kept accurate. Teachers are expected to handle these tasks promptly and in a professional manner. Grades **must** be updated weekly. Money collected from students should never be commingled with personal funds. Money should not be handled or delivered by students. Teachers should follow all procedures as outlined in your training. All monies to be deposited should be taken to the bookkeeper by 10:00 a.m. Each teacher will enter classroom attendance on the computer through Infinite Campus by 9:15 a.m. each day. If the teacher is absent, the substitute will send an attendance slip to the office and the student data collection specialist will enter the attendance. A student must be in class for half of the school day to be counted present. A reason for the absence should be recorded, if known.

Collaborative Assessment and Planning

Each team is expected to work together collaboratively to assess student work, review data and plan instruction accordingly. All members of the team are expected to participate, share, and learn from

one another in your professional learning community. Agendas and minutes from your work sessions should be submitted in a timely manner.

Confidentiality

Permanent records, report cards, grade books and other confidential material should be handled by staff members only. Students, parents, or volunteers should not have access to them. Confidentiality should be maintained regarding the affairs of students, staff members and some school matters. It is inappropriate and unprofessional for staff members to negatively evaluate the performance of other staff members to parents and others. (See [FERPA Guidelines](#))

Copying/RISO Materials

Teachers are responsible for copying materials. This should be done during planning periods and before and after school. Each teacher will be given a number, which activates the copy machine and keeps a record of the copies made.

Co-Teaching

In a co-teaching environment, both teachers are responsible for student success. The teachers should share planning and grading responsibilities. We do not support a one-teach, one-assist model. Teachers are encouraged to use a [collaborative teaching model](#).

Cumulative Records

A cumulative permanent record must be kept on file for every student, even if the student was officially enrolled only one day. **Cumulative records must never be taken from the building.** Student records checked out of the vault must be returned at the end of the day. They should never be left in the classroom overnight. Cumulative records should be reviewed periodically by the homeroom/advisement teacher.

Custodians

Our custodians are important resources 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. Custodians are expected to sign-in and out at assigned times. Work schedules cannot be changed without approval from the head custodian or the principal. Assigned areas should be cleaned thoroughly each day. Teachers are expected to keep classroom surfaces neat and orderly so that they can be cleaned properly. All custodians are expected to follow the procedures outlined in the [RCSS Custodial Handbook](#).

Data Notebooks

Each teacher should maintain a data notebook for the students in his/her class. Class profile sheets and other supporting data are a critical part of our planning process. These notebooks should be stored in a secure location. All teachers are expected to bring current data to collaborative planning, RTI meetings, and other parent conferences. In addition, students are required to maintain a data notebook that includes previous Georgia Milestone scores, i-ready and performance matters data, as well as goal setting information.

Teacher Absences/Emergency Lesson Plans

In the event of an absence, teachers need to report absences in AESOP. This is your responsibility! Be sure to maintain a list of preferred substitutes at home with you along your E number so that absences can be reported efficiently. In the event of an absence please contact **all** administrators before 7:30 A, M. (Dr. Doyle @ 706-726-3776; Mr. Mitchell @ 706-414-0773 and Ms. Calhoun @ 706-394-7293). In addition, by the end of the first 3 weeks of school, all teachers should create

emergency plans to cover 3 days. These need to be turned in to the office and they will be filed in the office. If there are any copies, be sure to include those copies in your emergency lesson plans.

Department Structure

The school is organized along grade levels and content areas. The Grade Level Chairpersons are appointed by the Principal and are responsible for the supervision and coordination of the grade as set forth in system wide guidelines. Serving as facilitators and liaisons, chairpersons are expected to assist and give guidance to department members. Required regular grade level meetings will be held weekly and presided over by the chairperson.

Discipline/Student Management

It is important that students be **closely supervised at all times. Students should never be left unattended** and should always be supervised by a faculty or staff member. In the rare event that you must leave during a class session, ask a neighboring teacher to keep an eye on your class and return as quickly as possible. This should occur in emergency situations only. **Students are not allowed to leave a teacher's room without a pass.**

The ultimate goal of any set of regulations and rules is to achieve self-discipline. Students are expected to conduct themselves in a manner that is conducive to a good learning environment. Teachers should maintain proper documentation and should address discipline issues according to discipline incident levels.

Teachers are expected to establish appropriate rules of behavior for students in their classes and explain these rules to the students as often as necessary. Teachers **MAY NOT** use corporal punishment, profanity, or act in any way to embarrass or demean students. A proper degree of professionalism must be maintained between teachers and students. The teacher-student relationship should always be one where the role of the teacher is the adult facilitator of the educational process. Grade levels will adhere to a 7-step protocol that must be adhered to before an office referral can be made. Chronic behaviors require the teacher to initiate the RTI process.

➤ **Referral to Administration**

The teacher in the classroom should address most misconduct. A student should be referred to an administrator only after other forms of correction have failed. The administrator will address the misconduct at an appropriate time. Students should not be sent to the office. If the situation requires immediate assistance, page the office and ask for an administrator.

Dress Code and Grooming

Teachers are expected to be well groomed and look professional at all times. In addition, if there are designated spirit days t-shirts and school colors are permissible. Exception will be made for special circumstances (field day, outdoor/messy fieldtrips etc.) For general guidelines, the following are unacceptable:

- Short skirts (All skirts/dresses should be no shorter than the width of a dollar bill from the center of the knee).
- Shorts of any length
- T-shirts other than school shirts. School t-shirts are only allowed on Friday.
- Revealing tops
- Denim pants
- Colored jeans
- Sweat Suits
- Leggings/Jeggings
- Skorts

- Flip Flops
- Sleeveless Shirts are not permitted
- Dresses and blouses with cut-out sections are not permissible in school
- For male teachers, no earpieces, no muscle shirts or tank tops.

** Jean days will be announced by Administration.

E-mail

E-mail is to be used professionally. It is the responsibility of each teacher to check e-mail messages daily (morning and afternoon). Information from the office will be sent via email instead of paper when appropriate. It is never appropriate to use email for passing spam messages, chain messages, jokes, or any other personal information. No employee should send an email to the entire staff unless it is for approved, work-related reasons.

End of the Day Responsibilities

Teachers are responsible for are completing the following tasks prior to leaving each day:

1. All lights are out.
2. Paper and all other items, including books, are picked up from the floor.
3. Desks are away from the walls and arranged in proper order.
4. Student chairs are stacked appropriately (where applicable).
5. Desks are checked for writings and needed repairs.
6. Walls are inspected for any defacement.
7. Windows are closed, locked and blinds closed.
8. Teacher's desk and tables are neat and free of clutter.
9. Lesson plans are on top of the teacher's desk in a clearly marked binder.
10. Materials are prepared for the next day.
11. Mailbox has been checked.
12. Sign-out daily.

Enrolling a Student After School Starts

Registration materials will be completed in the office. The secretary will request that the permanent records be forwarded from the student's previous school. The guidance office should be notified of records not received. A record should be on hand for every student who has been enrolled. The principal will make class assignments based on enrollment. Students will be escorted to the classroom as assigned. **They should receive a warm welcome. Questions concerning placement should be addressed later to the administration, not in the presence of the child and parents.**

Faculty Lounge

All staff members are expected to keep the faculty rooms neat at all times. Do not store your personal materials in the faculty rooms. A refrigerator is located in the lounge for your convenience. Students are not permitted access to these spaces. Soft drinks or snacks are not to be purchased by or for students during the school day. All eating and drinking should be restricted to the lounge or the cafeteria. Eating and/or drinking in the classroom is permissible but not when students are present. Do not remove items from the lounge area if they do not belong to you – this includes food and drinks.

Field Trips

All field trips must follow the [RCSS Field Trip Policy](#) guidelines. Field trips must be instructional in nature and developed to implement the county/state required curriculum. They should, as nearly as possible, be interdisciplinary in scope so as to avoid usage of non-instructional time, which is limited by state standards. Requests for field trips must be made on the county “Instructional Field Trip Request Form,” which is obtained from the office or on the district website. The principal must approve all field trips. Forms must be filled out completely including GPS (CCGPS) objectives for every subject that will be missed in the regular classroom. If sack lunches will be needed, arrangements must be made with the school nutrition manager at least four weeks before the field trip. If the lunch schedule will be interrupted, arrangements must be made with the principal. If the “Instructional Field Trip Request Form” is incomplete or the field trip is not approved, the form will be returned to the teacher.

When a field trip is approved, the teacher will be given a copy of the county “Permission to participate in Field Trip, Release, Covenant Not to Sue and Indemnity form.” The teacher is responsible for completing the form, making copies, and sending it home. A copy must also be turned in to the office. As you are planning field trips, be sure to include funding for transportation. Even though the form states that contributions are voluntary, without funding, these trips will not take place. There should be a cutoff date established at least 1 week before the field trip. This allows time to ensure that both admission and transportation are monetarily covered.

RCSS school buses can only be used for field trips between 9:30 a.m. and 1:45 p.m. and will not go farther than 40 miles. If buses other than county buses are considered, the teacher will need to discuss it with the principal.

As money is collected, teachers are to write receipts for each student. All money is to be turned in to the bookkeeper and she will write any checks that are needed. If the field trip is cancelled, the bookkeeper will write checks to reimburse each student who contributed. However, this should be avoided if at all possible. Signed parent permission forms must be on file in the office, prior to the event, for each child who will participate. No student may go on a field trip unless the legal guardian has signed the county form. Handwritten permission or verbal permission on the telephone is not sufficient.

The teacher should make arrangements for any student not going on the field trip to stay with another teacher. A list of students not going on the field trip and the teacher responsible for them must be turned in to the office prior to the field trip. Failure to participate should not be denied as a consequence for misbehavior.

Note: Field trips are for students enrolled in W.S. HORNSBY MIDDLE SCHOOL and not siblings that are younger and/or older. Siblings attending W.S. HORNSBY MIDDLE SCHOOL are not allowed to go on field trips with a brother or sister in another class. If your child attends W.S. HORNSBY MIDDLE SCHOOL and you want to attend a field trip with your child’s class, you will need to request a personal day for that activity.

Gifted Program

Each teacher will receive a copy of the new regulations as established by the Georgia Board of Education, which require multiple criteria for identification of students for the gifted program. Teachers should study the information carefully so they can answer parents’ questions about the gifted program. [Referral forms](#) for the gifted program are obtained from the guidance counselor.

Grades/Report Cards

It is the teachers' responsibility to assign grades to their students following the W.S. HORNSBY MIDDLE SCHOOL'S Assessment Policy. (See Appendix C) Grades should be recorded in [Infinite Campus](#) and the system issued grade book. A grade book is a legal document and can be used in court. **Be vigilant about entering and updating your electronic grade book on a weekly basis.** Your grading system will be a part of your syllabus that is sent home the first week of school and posted on your Canvas account. There should be no question as to how each student's grades were derived.

The teacher should do the following:

- Base grades on concrete, non-subjective evaluation of the [CCGPS/GPS](#). (Teachers should have defined rubrics with key points to use in grading essays, reports, projects, etc. Teachers need to be able to explain to parents how their child's work was graded. Rubrics should be given at the time the assignment is made. Grades should reflect the student's mastery of the standards and not effort.
- Give a sufficient number of tests to ascertain a fair grade.
- Keep an accurate record of test scores and evaluations. Keep a file for each student of work samples that have been taken home and signed by parents. Keep test papers on file.
- Eliminate misconduct as a factor in lowering academic grades.
- Eliminate surprise for parents when grades drop drastically or students receive failing grades. Contact should be made with parents if serious problems are developing before report cards are received.
- Teachers will enter grades through [Infinite Campus](#) weekly. (Two grades per week)
- Take-Home Tuesdays- On the 2nd and 4th Tuesdays of each month, graded papers are sent home.

For Consistency throughout our school, the School-wide Grading Weights are as follows:

Homework- 5%
Tests- 25%
Quizzes-20%
Projects- 20%
Classwork – 20%
Participation- 10%

Guidance

Our guidance counselors are here to help. They will follow all RCSS procedures as outlined in the [Guidance Counselor's Handbook](#).

Homework

Homework should be assigned in moderation, with the emphasis on the acquirement of skills. Homework should have definite educational goals. The following should be used as guides:

1. Assignments should have a definite purpose (never busy work or punishment).
2. Make certain each student understands the assignments.
3. Use homework to review class work, work on special projects, or W.S. Hornsby Middle School.
4. Homework should be collected and reviewed with students.

The Richmond County Board of Education has adopted a [Homework Policy](#). Copies of the policy are given to parents at registration. Daily homework is required and time limits are established. Teachers are expected to follow the policy as stated.

Internet

Care should be used when accessing the Internet. Use of the Internet should be limited to professional uses. The school website will be functional for teacher/home interaction. Every teacher will maintain an up-to-date class webpage. Please see the [RCSS Acceptable Use Policy](#) for further guidelines. Computer activities should be monitored closely by school personnel.

Daily Lesson

Lesson plans are used to help teachers plan the implementation of the state mandated curriculum as outlined in the county curriculum guide for each grade level. Lesson plans are to be kept and available at the designated observation station. When an observer visits your classroom, there should be an area that is set aside that has a lesson plan binder where all lesson plans are housed. Every teacher is to have an Essential Question and standards posted in plain view that is related to what is being taught. If questioned, students should know how and why the EQ and standards fit into the lesson being taught. There should also be evidence of student work with commentary posted. Both the word wall and student work should be updated routinely. All teachers will be expected to follow the format of a standards-based classroom and adhere to the 5Es.

Electronic lesson plans should be stored and shared in One Drive. Your folder should be shared with the administrative staff and the instructional coach. All plans will be reviewed on Mondays upon teaching. Teachers are responsible for posting work in Canvas each week.

Maintenance Repair Needs

Maintenance repair needs should be reported to the office promptly. Emergency needs will be called in when received. All maintenance requests will be reported on School Dude.

Materials

Preparation and organization are the keys to good teaching. Teachers should be sure they have everything needed for class at least a day in advance. Teachers should never leave the classroom to make copies for a lesson. Students should not be sent to check the teacher's mailbox or to get materials during the day.

Media Center

The media center operates on an open schedule. Every student should be provided an opportunity to use the facility and check out books. The media specialist will schedule class orientations when the facility is ready for check out. [The Media Handbook](#) should be referred to for current policies and procedures. Media copyright laws should be adhered to with all materials used in the school. The media committee and [The Media Handbook](#) should be consulted if questions arise. Any classroom materials checked out from the media center during the school year are the responsibility of the teacher. If materials are lost and/or not returned at the end of the year, fines will be given and payment is expected. 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. This should be arranged with the media specialist prior to sending students. When teachers bring an entire class, the teacher is responsible for student behavior.

Medicine/Nurse

Currently we have a part time nurse. Guidelines for administering medicine should be strictly followed as outlined in the [Student/Parent Handbook](#). When the nurse is absent, staff members should follow the guidelines outlined in the [Nurse's Handbook](#). Students are not allowed to carry

medicine to and from school. Prescription medicine that is received in the classroom should immediately be brought to the office. Inhalers should be kept in the office unless a doctor's letter is on file in the office authorizing it to be kept in the classroom. Students are allowed to carry their Epi-pens, but proper documentation should be on file with the nurse. Use good judgement when students ask to see the nurse. Also ensure that a nurse's pass is issued.

Newsletter Articles

All teachers are encouraged to submit information for the monthly newsletter concerning outstanding or noteworthy achievements of students and faculty members. Articles concerning concerts, plays, athletics and other programs should be submitted to the parent facilitator. Let's keep the public informed about the good things happening at W.S. HORNSBY MIDDLE SCHOOL!

Panic Buttons

Each classroom is equipped with a panic button. The panic button should only be used in emergency situations. Please refrain from using it otherwise

Parent-Teacher Conferences

Parents and teachers need to work together as a team. Grade level teams will designate a day each week for parent conferences. After day is established, grade level leaders should email set day to administration. Teachers should make contact with all parents PRIOR to the first day of school to welcome them into their classrooms. Conferences are very important because this gives both parties an opportunity to understand the student in different environments. Whenever a problem develops, it is suggested that parents be contacted by telephone or email. Your flexibility is appreciated as you work with parents. If parents are not able to attend a face to face conference, face time, skype etc. are options. At the first sign of behavior or academic difficulty, parents should be notified and the contact should be **documented in infinite campus, as well as using the Teacher/Parent contact log and Teacher-Parent conference form (Appendix F)**. Parents are to be treated with courtesy at all times. If a student is having difficulty in certain subject areas, samples of his/her work should be available to show and discuss with parents. Teachers should not wait until the end of the grading period to notify a parent that a child is failing. The parent should be contacted early in order to prescribe appropriate interventions. Teachers should always be receptive to parent requests for conferences. Parent telephone calls and notes should be answered within 24 hours of receipt. **Parent contact logs should be submitted to Ms. Butler monthly.** Also, include all updated parent information to the office. Teachers are reminded to never make derogatory remarks about another student. To garner support, always begin conferences on a positive note.

Personal Electronic Devices

Teachers are not allowed to keep any personal electronic devices in their classrooms. Examples include, but are not limited to, coffee makers, toasters, lamps, microwaves, fans, and mini refrigerators. (See Appendix C)

Professional Learning

Each staff member will receive copies of information provided by the Richmond County professional learning department, as well as the school professional learning plan and calendar. School professional learning sessions will be scheduled as needed during the year. Dates will be listed on the monthly school calendars. **Attendance is required.**

Progress Reports

Progress Reports are to be sent home with each student at the mid-nine week period. Progress Reports will be pulled from your electronic grade book in [Infinite Campus](#). Teachers are encouraged to send individual reports as needed.

Reporting of Suspected Child Abuse

State law requires that any evidence of child abuse should be immediately reported to the Department of Family and Children's Service, and forms completed in the office. Written and oral information will be provided on this topic to assist teachers in identifying child abuse victims. All suspected child abuse should be immediately referred to an administrator and guidance counselor. Teachers should call [DFACS](#) directly or the counselor and teacher may call jointly. The administration is required to report an abuse complaint against staff members by students, parents, or others.

Resource Persons/Speakers

The use of resource persons must be approved by the administration. Teachers are encouraged to use guest speakers that will enhance and enrich their classroom instructions. Teachers should notify the principal in writing of any guests they are inviting so the office will be expecting them. If possible, an administrator will visit the class while the guests are speaking.

RTI

Students consistently performing in the lowest percentile as measured by our Universal Screeners should be given interventions each day. If a student in an intervention groups fails to make progress after four data points below the timeline, the team should reconvene to discuss a change in intervention. Once interventions have been recommending, the teacher is responsible for implementing and gathering the data. This data must be reviewed at all RTI meetings. Attendance at RTI meetings is not optional. See the [RCSS Website](#) for more specific information related to RTI.

School Day

An eight (8) hour workday is required of teachers. Hornsby hours for teachers are 8:45 AM until 4:45 PM. Faculty and staff must sign in and out on the computer in the front office daily. Teachers must be at their doors at 9:10 AM actively engaged in making sure that students are moving to their destinations safely. Promptness is mandated. In the event of an emergency necessitating late arrival, the principal should be notified so arrangements can be made for supervision. Persons assigned duty should be on location by 8:45 a.m.

If it becomes necessary for you to leave campus during the day, you must notify an administrator and sign out and sign in when you return. Do not make a habit of leaving during work hours. At times, the schedule may be modified to accommodate extended meetings or night responsibilities.

Sick and Personal Leave

Teachers should follow all [RCSS policies](#) regarding personal and sick leave. **All staff members are required to request sick or personal leave directly from the principal on the Write it! Don't Say It Form as soon as possible preceding the absence. This form is turned in to the principal.** The Certificate of Absence should also be completed and submitted to the bookkeeper.

If it is necessary for a teacher to be absent, he/she needs to notify Administration or designee know before leaving for the day. If emergencies occur after school hours, a call or text should be sent to the department chair as soon as possible but no later than 9:00 p.m. Except in an extreme physical emergency, (i.e. hospitalization). In addition to the above, certified staff members and paraprofessionals should enter the absence in AESOP. This allows for computerized assignment of a substitute. Please use the following link for AESOP-

<https://login.frontlineeducation.com/login?signin=f74b4cb83a6852b2176a0a02a25ac2fd&productId=ABSMGMT&clientId=ABSMGMT#/login>

Absenteeism printouts will be viewed for each employee. Cumulative absences, patterns and reasons will be analyzed carefully and addressed individually as deemed needed. A doctor's excuse may be required by the principal at any time but is always required for any illness more than three consecutive days, before and after holidays and on professional development days.

Smoking

Smoking or use of any tobacco products is prohibited in the school building or on the school grounds at any time.

Social Worker Referral

Any teacher wishing to make a social worker referral should complete the necessary form. Our school social worker can assist you with chronic absenteeism and parents who neglect their responsibilities (don't show for conferences, won't return phone calls, etc.).

Special Education

Teachers are expected to adhere to procedures and protocols as outlined in the [Response to Intervention](#) (RTI) manual, guidelines for special education programs, 504, etc.) It is the general education teacher's responsibility to ensure that classroom instruction and testing accommodations are being followed. The special education teacher and 504 coordinator will provide copies of accommodation pages at the start of each school year and will update as needed.

Staff and Committee Meetings

As needed faculty meetings will be held in the data room at 8:00 a.m. on the last Thursday of each month. All faculty members are required to attend and be on time. In the event someone is absent from a faculty meeting, it is the absent faculty member's responsibility to arrange for a peer to take notes and collect handouts. Staff members are responsible for all information, either verbal or written, discussed in faculty meetings. Other meetings will be held regularly such as committee meetings, study groups, department meetings, team meetings, and school council meetings. Scheduling will occur as far ahead as possible and will be listed on the monthly school calendar or will be announced. Committee chairpersons are responsible for sending agendas and minutes to all staff members. These minutes should also be submitted to the office.

Staff Mailboxes

Teachers should check their mailboxes each day upon arrival and prior to departure. Mailboxes should be emptied daily. Students should not be sent to the office for the mailbox contents.

Standards-Based Classrooms

Teachers should design the layout of their classrooms to support standards-based instruction. Standards and elements should be visibly posted. Student work with commentary should be displayed. Current and relevant essential questions should be posted. Both the teacher and students should use the language of the standards. Teachers should make a conscious effort to create a risk-free environment and plan for student celebrations. There should be a designated area for conferencing. A meaningful word wall should be established. Students should be able to access their materials and reference libraries with ease. ([See sample SBI classroom layout](#))

Student Attendance

Good attendance should be encouraged. Students are required to bring a written excuse for absences the day they return. Teachers should follow the [RCSS Attendance Policy](#) and the W.S. HORNSBY MIDDLE SCHOOL Attendance Protocol.

Student Illness

Do not allow students to call home to report 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 advice the parents. If the clinic is not open, please send the student to the Media Center.

Student/Parent Handbook

Teachers should be familiar with contents of the [Student/Parent Handbook](#) and follow/enforce expectations as outlined.

Student Work Displays

Teachers should maintain current student work displays inside and outside the classroom. Student work displays should enhance the learning. Hallway displays should include a task card. The task card should contain the standard and essential question, description of the task, written commentary, and scoring rubric when possible. When displaying student work, only positive written feedback should be displayed.

Substitute Teacher

It is difficult to get well-qualified substitute teachers. It is very difficult for them to come into a classroom and do anything unless explicit plans are left for them. A substitute should only be used when it is impossible for the teacher to meet the class. In the event that a teacher is unable to attend school for any reason and a substitute teacher is called, there are certain things that should be taken care of in order to ensure a smooth operation of the class in her absence. The following should be used as a guide for all teachers. Lesson plans should always be kept in a folder near the door, available for observation by administrators or use by a substitute teacher.

Emergency packets should also be on hand for use in the event of absences extending beyond the scope of regular plans. Helpful information as follows is suggested for the substitute's packet:

1. Seating chart
2. Attendance forms
3. Names of student helpers
4. Schedule, including times for resource classes
5. Plans for emergency activities (review work)
6. Locations of needed items such as roll book, worksheets, etc.
7. Class rules
8. Fire drill map exit, and
9. Name of a neighboring teacher who can assist.

Teachers and paraprofessionals are responsible for calling in all absences following directions in AESOP.

Tardy Policy

Students who arrive at school or in the classroom late will be marked tardy. After 9:15, teachers should not admit students who do not have a pass from the front office. Teachers are expected to follow the procedures outlined in the tardy protocol. (Appendix H)

Teacher Attendance

Teachers and support staff are to sign-in and out each day in the front office. This needs to be done upon arrival and when leaving. If a staff member does not sign in on any given day, that staff member may receive a certificate of absence for the day not documented. Teachers play a critical role in student learning. Good teacher attendance is vital to the smooth operation of any school.

The sick leave plan is outlined in the RCSS [Employee Handbook](#). Teachers are to make arrangements when they are to be out. Teachers may use only substitutes from an approved list prepared by the Board of Education. Those requiring a substitute on the day of the absence should do so no later than 7:30 a.m. If an emergency arises after 7:30 a.m., the teacher must notify the school as well as Sub Finder.

Technology

A significant amount of financial resources has been invested in classroom technology. All teachers are responsible for learning how to use the technology to best support class instruction and student learning. Students should be allowed to use the technology as often as possible. There is no excuse for not using available resources.

Testing

All teachers are expected to adhere to the [state code of ethics](#) regarding testing. All teachers are expected to provide any testing accommodations outlined in students' IEPs or 504 plans for all tests, including weekly classroom tests.

Textbooks

Textbooks are provided for each student. They are checked out to the students through the media center. Lost books must be paid for by the student who checked them out. Students will be charged the replacement cost for textbooks, library books or media materials, which were damaged, lost or defaced either through willful intent or neglect. Teachers should frequently remind children that checked-out textbooks are the sole responsibility of the student. Teachers who are short of textbooks should notify the media specialist as soon as possible.

Work Day Schedule

Teachers within the Richmond County School Systems are to work eight (8) hours per day. *The workday for teachers begins at 8:45 a.m. and ends at 4:45 p.m.* Faculty/Staff are not to leave campus during the workday. Permission to leave campus must be approved by the administration and approval must be in writing. If a staff member must leave during the school day and is given permission by an administrator, it is the responsibility of the teacher to get coverage.

APPENDIX A

W.S. Hornsby Middle School - EMERGENCY EVACUATION PROCEDURES

Everyone should proceed in the direction of the arrows on the fire drill plan that should be conspicuously placed on the wall near the door of each classroom.

Teacher checklist

___1. Make sure that everyone leaves the room quickly, quietly, and in a single file line and proceed directly to the designated area.

___2. Carry your roll book when you leave the room.

___3. Close all windows and turn off the lights except for bomb threats.

___4. Close all doors.

___5. Follow the most direct route out of the building.

___6. When you get to your assigned area, call the roll and COUNT HEADS!

___7. Report to the designated area leader the following:

___ **A. the number of persons missing** _____

___ **B. the number present** _____

C. NAME(S) OF MISSING PERSONS

(1)

(2)

(3)

(4)

NAME(S) OF STUDENT(S) ADDED TO CLASS

APPENDIX B

BULLYING OR HARASSMENT REPORT FORM

This report MUST be completed to file a complaint relating to an incident of alleged bullying or harassment and turned into the school principal/designee of the victim's school. While reports by an identified individual are preferred, anonymous reports may be made by students or parents/guardians. Staff members may not report anonymously, but may utilize this **Report Form** or a **Disciplinary Referral Form** for the purposes of reporting alleged incidents of bullying or harassment. If bullying is reported by a Discipline Referral, attach here.

Today's date ___/___/___ School _____			
Person Reporting Incident Name _____			
Telephone _____ - _____ - _____ Email _____			
Place an ⊗ in the appropriate box: <input type="checkbox"/> Student <input type="checkbox"/> Student (witness/friend) <input type="checkbox"/> Parent/guardian <input type="checkbox"/> Close adult relative <input type="checkbox"/> School staff member <input type="checkbox"/> Other			
1. Name of student victim (s) _____		ID# _____	Age _____
2. Name of student victim (s) _____		ID# _____	Age _____
Name(s) of alleged perpetrator (s) if known	Age	School (if known)	Is he/she a student? <input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Where did the incident occur? Be specific (i.e., classroom, hallway, cafeteria, playground, bus).

- | | |
|--|---|
| <input type="checkbox"/> On school property
<input type="checkbox"/> At a school related function or activity
<input type="checkbox"/> On a school vehicle
<input type="checkbox"/> At an authorized bus stop | <input type="checkbox"/> Use of data or software accessed through School System's computer or network
<input type="checkbox"/> Other _____ |
|--|---|

When did the incident occur? Date: _____ Time: _____ AM/PM

What happened? Describe in detail: _____

Were there any witnesses? Yes or No Provide name(s) and contact information.

List and attach any evidence of bullying or harassment. (i.e., letters, texts, photos, etc.)

Have you been bullied or harassed before by this person? Yes or No If so, how many times? _____

Have you been bullied or harassed or witnessed bullying or harassment by this person before? Yes or No If so, how many times? _____

Was a report filed for the previous time(s)? Yes or No When? _____

I agree that all of the information on this form is accurate and true to the best of my knowledge.

Signature of Complainant/Witness _____ Title _____ Date _____

For Office Use Only			
Investigator's Printed Name	Signature	School/Dept.	Date
Date Investigation Initiated _____			
Forms to Utilize: <input type="checkbox"/> Bullying or Harassment Investigation Checklist <input type="checkbox"/> Bullying or Harassment Investigation and Summary Form			

APPENDIX C

ASSESSMENT: PRINCIPLES AND STANDARDS

W.S. Hornsby Middle School believes that high quality assessment, evaluation and communication of student progress and achievement are integral components of the teaching/learning process and form the basis of an effective educational program.

Assessment is the continuous process of gathering, recording and analyzing information about student learning through a variety of strategies against specific criteria related to the curriculum expectations and desired learning outcomes. Assessment is used to inform teacher practice and provide students with descriptive feedback that guides their efforts toward improvement. The primary purpose of assessment is to support student learning.

Student learning is best supported when a balanced assessment program is in place for all students in all classrooms. A balanced assessment program makes appropriate use of assessment of learning, assessment for learning, and assessment as learning. Assessment of learning is assessment designed primarily to make judgments about student achievement of knowledge and/or skills at a given point in time. Assessment for learning is assessment designed primarily to promote student learning and guide instruction. Assessment as learning is assessment primarily designed to provide students with the opportunity to reflect on their learning. Each of these assessment types is an integral part of teaching and learning.

Assessment that is fair and yields accurate information about student achievement will lead to an evaluation and communication process that is clear, accurate and meaningful for students and parents. Fair and accurate assessment will support instruction and program improvement, increase student motivation, promote student achievement, and follow the Guiding Principles and Standards of Fair Student Assessment.

GUIDING PRINCIPLES AND STANDARDS

The following Guiding Principles and Standards of Fair Student Assessment provide a vision of how assessment literate educators develop and implement successful assessment practices at the classroom, school and Board level.

1. Guiding Principles
 - a) The primary purpose of assessment is to improve student learning.
 - b) Assessment practices are fair and equitable for all students.
 - c) Communication about assessment is ongoing, timely, and clear.
 - d) Professional development and collaboration support assessment.
 - e) Assessment practices are regularly reviewed and refined.
 - f) Effort grades are separate from academic assessment grades.

2. Standards of Fair Student Assessment

- a) Provide all students with appropriate, multiple and varied opportunities to demonstrate the knowledge, skills, attitudes and behaviors being assessed.
- b) Inform students in advance of the basis and criteria for assigning grades.
- c) Use methods that should be appropriate for and compatible with the purpose and context of the assessment.
- d) Minimize/control all relevant sources of bias and distortion that can lead to inaccurate assessment.
- e) Collect sufficient information to make informed decisions.
- f) Provide communication that is clear, accurate, and of practical value to the parties for whom they are intended.
- g) Use assessment results to make decisions about program and instruction.
- h) Align assessment with the prescribed learning outcomes specified in Georgia Performance Standards, or the student's Individual Education Plan (IEP), 504 Plan or RTI Plan.

Each teacher has the professional autonomy to assign the student's final grade based on the student's overall mastery of the assigned standards.

APPENDIX C

Teacher Parent Conference Form

NOTE: This form is to be completed whenever contact is made with a parent/guardian whether in person or via telephone etc.

Date _____ Time _____

Student _____ Teacher _____ Grade _____

Conference initiated by _____ Attendees _____

I. Topics for Discussion

- | | |
|--------------------------------------|----------------------|
| A. Test Information _____ | D. Work Habits _____ |
| B. Report Card/Progress Report _____ | E. RTI _____ |
| C. Behavior _____ | F. Homework _____ |

II. Other topic(s) for Discussion

III. Plans made by Parent & Teacher to facilitate student's progress.

Teacher's Signature

Parent's Signature

A PHONE LOG IS IN YOUR PACKET OF PRE-PLANNING MATERIALS. THIS IS PART OF THE GEORGIA TEACHER DUTIES AND RESPONSIBILITIES INSTRUMENT THAT ALL CERTIFIED EMPLOYEES ARE EVALUATED ON DURING THE END OF YEAR ANNUAL EVALUATION. **The completed Parent Contact Log should be completed and submitted to the office on the last day of each month.**

Richmond County School System does not discriminate in employment of services on the basis of race, color, national origin, sex or handicap. Inquiries can be directed to

Chief of Human Resources
864 Broad Street
Augusta, GA 30901
Telephone: (706) 826-1000

Notice of Non-Discrimination for Students

The Richmond County School System does not discriminate on the basis of race, color, national origin, religion, sex, disability or age in its programs and activities for students. The following person has been designated to investigate any complaint communicated to the Board of Education alleging non-compliance of non-discrimination policies regarding student services.

Executive Director of Student Services
864 Broad Street
Augusta, GA 30901
Telephone: (706) 826-1000