



Faculty & Staff Handbook

2025-2026

Dr. Cordaryl C. Middleton, Principal
Dr. Brittany Bush, Asst. Principal
Mrs. Carlotta Fields, Asst. Principal
Mrs. Ricquetta Prescott, Asst. Principal

1339 Laney Walker Blvd., Augusta, GA 30901
706-823-6900 (phone) / 706-823-6918 (fax)

<https://www.rcboe.org/laney>

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Foreword

This handbook provides the faculty and staff members of Lucy C. Laney High School with information for the 2025-2026 school year. There are changes in policy, procedures and staff assignments. Read the contents of this handbook carefully. This handbook along with the Georgia Standards of Excellence and Teacher Keys Effectiveness System (TKES) provide you with information and policy procedures to facilitate your position as a professional member of Lucy C. Laney High School.

Vision

Empower. Engage. Excel! Every Learner, Every Day

Mission

We will uphold Ms. Lucy Craft Laney's legacy by empowering, educating, and preparing every learning to become a successful leader and productive citizen engaged today, excelling tomorrow.

Belief Statements

1. We believe every learner deserves a safe, inclusive, and engaging environment to thrive.
2. We believe empowering students builds confidence, independence, and a lifelong love of learning.
3. We believe strong relationships and relevant instruction drive academic and personal success.
4. We believe education is the foundation for developing future leaders and responsible citizens.



2025-2026

Richmond County School System School Calendar

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

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

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

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

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

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

Jul 04	Independence Day Holiday
July 28-Aug 01	Preplanning Days
Jul 31	Elementary Open House (noon-6:00pm)
Aug 01	K-8, Magnet, Middle, High Open House (noon-6:00pm)
Aug 04	★ First Day of School - Elementary
Aug 05	★ First Day of School - K-8, Magnet, Middle and High
Sep 01	Labor Day Holiday
Sep 12	Fall Semester Progress Report #1
Sep 15-Oct 10	Fall Parent Conference Window
Oct 09	PowerUp Asynchronous Learning Day
Oct 10	Student Holiday/Professional Learning Day
Oct 13-14	Student/Teacher Fall Break
Oct 31	Fall Semester Progress Report #2
Nov 11	Veterans Day Holiday
Nov 24-28	Thanksgiving Holiday
Dec 15-19	Semester Exams
Dec 19	End of 1st Semester/Early Release (all grades)
Dec 22-Jan 02	Christmas/Winter Break
Jan 05	Student Holiday/Professional Learning Day
Jan 06	Beginning of Second Semester
Jan 13	Report Cards
Jan 19	Martin Luther King, Jr. Holiday
Feb 12	Spring Semester Progress Report #1
Feb 13	Student Holiday/Professional Learning Day
Feb 16	Student/Teacher Holiday
Feb 17-Mar 16	Spring Parent Conference Window
Mar 27	Spring Semester Progress Report #2
Apr 03	PowerUp Asynchronous Learning Day
Apr 06-13	Spring Break
May 18-22	Semester Exams
May 22	Last Day of School/Early Release (all grades)
May 25	Memorial Day Holiday
May 26-27	Post Planning Days
May 27-30	Graduation
May 27	Report Cards
Jun 2-30	Summer School (5 days a week)
Jun 19	Juneteenth Holiday

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

Weather-Related School Closings

For inclement weather, please tune to WJBF-TV, WAGT-TV, WRDW-TV, or WGAC Radio for up-to-date information on school closings. Also, you can view the school system's website at www.rcboe.org. In the event of inclement weather or school closure, the school system will use PowerUp Asynchronous Learning Days and scheduled PowerUp Days will revert to in-person learning days.

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

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

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

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

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

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

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

RICHMOND COUNTY SCHOOL SYSTEM 2025- 2026 WORK CALENDAR SCHEDULE							
Scheduled Days Worked	180 Employees	183 Employees	190 Employees	195 Employees	200 Employees	210 Employees	235 Employees
First Day	8/4/2025	7/31/2025	7/28/2025	7/23/2025	7/21/2025	7/14/2025	7/1/2025
Last Day	5/22/2026	5/26/2026	5/27/2026	5/29/2026	6/2/2026	6/9/2026	6/30/2026
Job Positions	Bus Attendants	Para-professionals	Pre-K Paras	Elementary Counselors	Elementary Assistant Principals	Middle/ High School Assistant Principals	12 month Custodians
	Bus Drivers	School Nutrition Assistants	Teachers	Middle School Counselors	High School Counselors	11 month Specialists	School Bookkeepers
			School Clerical		10 month Custodian	11 month Coordinators	Principals
			School Nutrition Managers & Asst. Mgrs.		10 month Program Specialists	Registrars	12 month Operational & Instructional Providers
			Media Specialists				12 month Coordinators
			Nurses				12 month Program Specialists
			Instructional Providers				
Student Calendar is August 4/5, 2025 – May 22, 2026							
For 235 day employees, calendar also includes 12 paid vacation days, for a total of 223 working days. NOTE: Operational needs at certain worksites may require annual duty or appropriate staff to report during work holidays. PowerUp Asynchronous Learning Days are working days for staff, and may include department training.							
Independence Day	N/A						7/4/2025
Labor Day	9/1/2025	9/1/2025	9/1/2025	9/1/2025	9/1/2025	9/1/2025	9/1/2025
Fall Break/ Columbus Day	10/10/25 - 10/14/25	10/10/25 - 10/14/25	10/13/25 - 10/14/25	10/13/25 - 10/14/25	10/13/2025	10/13/2025	N/A
Veterans' Day	11/11/2025	11/11/2025	11/11/2025	11/11/2025	11/11/2025	11/11/2025	11/11/2025
Thanksgiving	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25	11/24/25 - 11/28/25
Christmas/ Winter Break	12/22/25 - 1/5/26	12/22/25 - 1/5/26	12/22/25 - 1/2/26	12/22/25 - 1/2/26	12/22/25 - 1/2/26	12/22/25 - 1/2/26	12/24/25 - 1/2/26
Martin Luther King, Jr.	1/19/2026	1/19/2026	1/19/2026	1/19/2026	1/19/2026	1/19/2026	1/19/2026
Presidents' Day	2/13/26 - 2/16/26	2/13/26 - 2/16/26	2/16/2026	2/16/2026	2/16/2026	2/16/2026	2/16/2026
Spring Break	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26	4/6/26 - 4/13/26
Memorial Day	N/A	5/25/2026	5/25/2026	5/25/2026	5/25/2026	5/25/2026	5/25/2026
Juneteenth	N/A						6/19/2026
This calendar is subject to change by the Richmond County School System. It may also be adjusted due to inclement weather, the School System will use PowerUP Asynchronous Learning Days and scheduled PowerUp Days							

Revised 5.9.2025

Note: This handbook is not all inclusive. Changes may be made throughout the school year. 7 | Page



Lucy C. Laney High School Administrative Duties and Responsibilities 2025-2026

<p style="text-align: center;"><u>Principal</u> <u>Dr. Cordaryl Middleton</u></p> <p>Administrative Assistants, Assistant Principals, Counselors, Custodian Staff, Instructional Specialists, & Public Safety</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Alumni Association • Athletics • Booster Clubs • Bell Schedules • Budget • Building/Stadium Request • Cohort Monitoring • Common Assessments • Community Partnership • Faculty Meetings • Field Trip Requests & Approvals • FTE • Fundraiser Requests & Approvals • Grades • Instruction • Leave Request • NCAA Clearinghouse • Payroll • Personnel 	<p style="text-align: center;"><u>Assistant Principal</u> <u>Dr. Brittany Bush</u></p> <p>ELA, Fine Arts, Foreign Language, Lunchroom Staff, Parent Facilitator, & Social Studies</p> <p style="background-color: #00FF00;">9th Grade A-I & 12th Grade POC</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Celebrations: Staff & Students Recognition • Gifted & Gifted Testing • Hospital Homebound • Lesson Plans • Instruction • MTSS • New Teachers/ Mentors • PBIS • School Improvement Plan • School Social Media • Section 504 • Testing: GAA & GMAS • Teacher Web Page & Canvas Page • Teachers As Advisors (TAA) • Title IX 	<p style="text-align: center;"><u>Assistant Principal</u> <u>Mrs. Carlotte Fields</u></p> <p>Math, ISS Personnel, Media Specialist, PE/Health, Science, & School Nurse</p> <p style="background-color: #00FF00;">9th Grade S-Z & 11th Grade POC</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Attendance • Advanced Placement (AP)/ AP Testing • Edgenuity/Credit Recovery • ESOL & ESOL Testing • Instruction • Laney Academy • Lesson Plans • Master Scheduling • Media Center & Textbooks • Testing: PSAT & SAT • Title One • School Council • School Improvement Plan • Staff Coverage • Teacher Web Page & Canvas Page 	<p style="text-align: center;"><u>Assistant Principal</u> <u>Mrs. Ricquetta Prescott</u></p> <p>CTAE, Paraprofessionals, & Special Education</p> <p style="background-color: #00FF00;">9th Grade J-R & 10th Grade POC</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Benchmark Testing (NWEA MAP) • Clubs • Committees • Dual Enrollments, HUBs, PLC, & RPM Liaison • Duty Schedule • Federal Cards • HB 251/Zone Exemptions • Instruction • Lesson Plans • Logistics & Operation Effectiveness • Maintenance Request • Safety Plan & Safety Drills • School Improvement Plan • Staff & Student Surveys • Testing: EOPA • Transportation
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<ul style="list-style-type: none"> • Progress Reports & Report Cards • School Calendar • School Council • School Improvement Plan • School Playbook • School Webpage & Communication • Testing: Common Assessments & Semester Final Exams • TKES & LKES • Worker's Compensation • <i>Athletic Games Supervision</i> • <i>Discipline</i> <p>Committees:</p> <ul style="list-style-type: none"> • Graduation 	<ul style="list-style-type: none"> • <i>504 (9th & 12th)</i> • <i>Athletic Games Supervision</i> • <i>Hallway Discipline</i> • <i>IEP (9th & 12th)</i> • <i>TKES</i> <p>Committees:</p> <ul style="list-style-type: none"> • Honor's Day • Prom • Sunshine Club 	<ul style="list-style-type: none"> • <i>504 (9th & 11th)</i> • <i>Athletic Games Supervision</i> • <i>Hallway Discipline</i> • <i>IEP (9th & 11th)</i> • <i>TKES</i> <p>Committees:</p> <ul style="list-style-type: none"> • AP Induction • Ring Ceremony 	<ul style="list-style-type: none"> • <i>504 (9th & 10th)</i> • <i>Athletic Games Supervision</i> • <i>Hallway Discipline</i> • <i>IEP (9th & 10th)</i> • <i>TKES</i> <p>Committees:</p> <ul style="list-style-type: none"> • Commitment to Graduate • Governor Honors • Homecoming
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Lucy C. Laney High School

Counselor Duties and Responsibilities

2025-2026

<p style="text-align: center;"><u>Mrs. Tiaa Nelson</u> <u>Lead School Counselor</u></p> <p style="text-align: center;"><i>10th Grade & 12th Grade</i></p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • ACT • ASVAB • Classroom Guidance • College & Military Visits Coordinator • Dual Enrollment Coordinator • Edgenuity • Individualized Counseling • Master Schedule • NCAA • SAT • Small Group Counseling • Student Schedule Change • Surveys: Panorama SEL & Health • Teachers As Advisors (TAA) <p>Committees:</p> <ul style="list-style-type: none"> • Graduation 	<p style="text-align: center;"><u>Ms. Amy Raker</u> <u>School Counselor</u></p> <p style="text-align: center;"><i>9th Grade & 11th Grade</i></p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Blood Drive Coordinator • Classroom Guidance • Georgia Virtual • Individualized Counseling • Master Schedule • PSAT • Small Group Counseling • Student Schedule Change • Surveys: Panorama SEL & Health Coordinator • Teachers As Advisors (TAA) Coordinator <p>Committees:</p> <ul style="list-style-type: none"> • Governor Honors Program • Commitment to Graduate 	<p style="text-align: center;"><u>Mrs. Denetria Neely</u> <u>GRASP School Counselor</u></p> <p style="text-align: center;"><i>Select 10th Grade & 11th Grade</i></p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Classroom Guidance • HUB Coordinator • Individualized Counseling • Master Schedule • School Council • Small Group Counseling • Student Schedule Change • Surveys Panorama SEL & Health • Voting Drive Coordinator • Teachers As Advisors (TAA) <p>Committees:</p> <ul style="list-style-type: none"> • Ring Ceremony
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Lucy C. Laney High School Support Staff Duties and Responsibilities 2025-2026

<p style="text-align: center;"><u>Ms. Crystal Blanchard</u> <u>Instructional Specialist</u></p> <p style="text-align: center;">ELA, Fine Art, Foreign Language, Social Studies, SPED Dept., & SID/PID</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Canvas • Child Find • Classroom Coaching • Classroom Co-Teaching • Classroom Modeling • Instruction • MTSS Support: Academics & Behavior • NWEA MAP • Professional Learning Facilitator • Remediation Class Support • Teacher Support • Title One 	<p style="text-align: center;"><u>Ms. Tomika Briscoe</u> <u>Instructional Specialist</u></p> <p style="text-align: center;">CTAE, Math, MOID, PE/Health, Science, & SPED Dept.</p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Canvas • Child Find • Classroom Coaching • Classroom Co-Teaching • Classroom Modeling • Instruction • MTSS Support: Academics & Behavior • NWEA MAP • Professional Learning Facilitator • Remediation Class Support • Teacher Support • Title One 	<p style="text-align: center;"><u>Mrs. Colleen Fisher</u> <u>Parent Facilitator & School Social Worker</u></p> <p style="text-align: center;"><i>9th Grade - 12th Grade</i></p> <p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Cohort Monitoring & Tracking (At Risk Students) • Community Outreach Coordinator • Foster Care Liaison • Homeless Liaison • Mentorship Coordinator • MTSS Support: Attendance • Parental Involvement • Resource Center: Food & Clothing Pantry • Student Support • Title One • Volunteer Coordinator <p><u>Note:</u> Wednesdays will be designated for Mrs. Fisher to focus on her Parent Facilitator duties and responsibilities.</p>
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Lucy C. Laney High School Administrative Assistants Duties and Responsibilities 2025-2026

<u>Mrs. Alethia Albright</u> <u>Guidance Secretary</u>	<u>Mrs. Rebecca Crosson</u> <u>Attendance & Discipline Secretary</u>	<u>Ms. Nashawnda Garrett</u> <u>Front Office Secretary</u>	<u>Mrs. Jennifer Samuels</u> <u>Registrar</u>	<u>Mrs. Dorie Seabrook</u> <u>Bookkeeper</u>
<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Admin. Assistant to Counselors • Cohort Management • Customer Service • Maintain Sign-Up Sheets: ASVAB, ACT, Blood Drive, SAT, etc. • Maintain Sign-Up/Out Sheets: Outside Counseling Agencies • Schedule Parent-Teacher Conferences • Senior Early Release Schedule • Student Records • Student Registration • Student Withdrawal • Transcript Request • Work Permits 	<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • 5-Day Attendance Letters • Attendance Meetings • Code & Maintain Student Excuses • Create SWARM Referral for Student Truancy • Customer Service • Front Office Assistant • Maintain Student Sign-In/Out Book & Computer • Nurse Back-Up • School Phone Operator Back-Up • Semester Final Exam Exemption Forms • Student Attendance • Student Discipline • Student Tardies • Tribunal Packets 	<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Assort & Distribute: UPS Mail, RCSS Mail, & Packages • Customer Service • Drills: Fire, Lockdown, Weather • Driver Permits • Front Office Assistant • Letter(s) Distribution • Maintain Inspection Reports • School Announcements • School Phone Operator • Staff Mailboxes • Student Discipline as needed • Work Orders 	<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Cohort Management • Customer Service Guidance Dept. Admin. Assistant • Infinite Campus: Student Record Support • Infinite Campus Support • Master Schedule • Progress Reports • Report Cards • Student Honor Roll & Perfect Attendance • Student Registration • Student Grade Changes • Student Transcript Entry & Update • Student Withdrawal 	<p>Duties & Responsibilities:</p> <ul style="list-style-type: none"> • Admin. Assistant to Principal • Copier & RISO Support • Distribute Class Rosters & Substitute Support • Distribute Monthly General Ledger Report to Club/Organization Sponsors • FMLA, Parental Leave, and Worker's Compensation • Front Office Assistant • My School Bucks • Payroll • School Checks & Check Request • School Deposits • School Notary • School Orders • Staff Absences & Frontline Support

Lunch Schedule

<u>Lunch</u>	<u>Assigned Hallways</u>
1 st Lunch	100 Hallway 600 Hallway 900 Hallway
2 nd Lunch	200 Hallway
3 rd Lunch	700 Hallway 800 Hallway PE

Planning Periods

<u>Period</u>	<u>Assigned Dept.</u>
1 st	JROTC
2 nd	Fine Arts Social Studies Armstrong James
3 rd	Science MOID & SID/PID Greenwood
4 th	CTAE
6 th	ELA Foreign Language T. Hicks Myricks
7 th	Math PE/Health Harris Wells-Dunn



LUCY C. LANEY HIGH SCHOOL

MEETING SCHEDULE

2025–2026

	Monday	Tuesday	Wednesday	Thursday	Friday
Professional Learning (Weekly)	X				
Parent Conferences (Weekly)		X	X	X	
Individual Planning (Weekly)	X	X			X
Collaboration Meetings (Weekly)			X	X	
Attendance Meetings (Weekly - Afterschool)		X			
504 & RTI Meetings (TBD)		X			
IEP Meetings (TBD)		X			X
Dept. Meeting (1 st Friday)					X
Leadership Team Meeting (1 st Thursday)				X	
Laney Academy (1 st & 3 rd Mondays)	X				
Faculty Meeting (3 rd Thursday)				X	
L.I.T. w/ Laney, TAA, Club Day		X			

Note:

- Professional Learning: 1st Monday: Mandatory PL and 2nd, 3rd, & 4th Monday: Differentiated PL. PL will be held during teachers' planning period.
- Collaboration Meeting and Dept. Meeting will be held during teachers' planning period.
- Parent Conferences (after school), RTI Meetings, 504 Meetings, and IEP Meetings will be held either during planning or after-school. If Parent Conferences, RTI Meetings, 504 Meetings, IEP Meetings are not scheduled, then individual planning should be taking place.
- Thursday Meetings are held before school or after-school.
- Attendance is mandatory for ALL meetings unless otherwise stated. Staff with after-school activities are expected to either delay the start time, postpone after-school activities, or get someone to cover the after-school activity.

General Point of Contact

Academic Information	Administration Ms. Crystal Blanchard, Instructional Specialist Ms. Tomika Briscoe, Instructional Specialist
Advanced Placement	Mrs. Carlotte Fields, Asst. Principal
Announcements	Ms. Jessica Hill, Media Specialist
Athletic Information	Coach Otis Smart, Athletic Director
Attendance	Mrs. Rebecca Crosson, Attendance & Discipline Secretary Mrs. Carlotte Fields, Asst. Principal
Certificate of Attendance	Mrs. Dorie Seabrook, Bookkeeper
Clubs	Mrs. Ricquetta Prescott, Asst. Principal
CTAE	SGM LaCount Bly, Department Chair
Discipline	Grade Level Administrator
Driver Permits	Ms. Nashawnda Garrett, Front Office Secretary
Fines & Fees	Mrs. Dorie Seabrook, Bookkeeper
Grades	Mrs. Jennifer Samuels, Registrar
Infinite Campus	Mrs. Jennifer Samuels, Registrar
Lockers	Coach Brandon Few
Lunchroom	Mrs. Tamekia Williams, Lunchroom Manager
Media, Research, & Technology	Ms. Jessica Hill, Media Specialist
Medical Attention	Nurse Dilethia Adams
Mentor Groups	Mrs. Colleen Fisher, Parent Facilitator & Social Worker
Parent & Student Support	Mrs. Colleen Fisher, Parent Facilitator & Social Worker
Parking Information	Coach Brandon Few
Registration & Withdrawals	Mrs. Alethia Albright, Guidance Secretary
Scheduling	Counselors
Scholarship Information	Mrs. Tiaa Nelson, Lead Counselor
School Safety	Mrs. Ricquetta Prescott, Asst. Principal Officer Victor Collier
Tardy Slips	Ms. Nashawnda Garrett, Front Office Secretary
Technology	Mr. Glenn Duncan
Volunteering	Mrs. Colleen Fisher, Parent Facilitator & Social Worker
Work Permits	Mrs. Alethia Albright, Guidance Secretary

General Information

School Hours

8:20 AM to 3:10 PM

- The school opens daily at 7:00 am.
- Morning duty teachers should be at their stations at 7:55 am. Expectation is to assist with supervision.
- All teachers should be at their classroom door to greet students by 8:15 am.
- Dismissal begins at 3:10 pm (see dismissal procedures).
- Building closes at 6:00 pm.

Morning Procedures

- Students will be permitted in the building at 7:55 am.
- Students are ONLY allowed in the cafeteria or can wait outside until the bell rings at 8:15 am. Students are NOT allowed to roam the building.
- **By 8:20 am ALL students should be in class. All students reporting to class after 8:20 am are expected to obtain a tardy pass from the front office prior to entering their 1st Period class.**
- Breakfast closes to all students not on late buses at 8:15 am.
- Students on late buses will be issued a pass after they eat breakfast.

Transition Procedures

- Teachers are expected to dismiss class at the sound of the bell and are not to hold students back.
- ALL teachers are expected to stand by their classroom door during the entirety of class change and are expected to assist with monitoring student behavior.
- During class transition, students are expected to utilize the restroom within the given 5 minutes.
- Students who arrive to your classroom after the tardy bell has sounded, teachers are expected to enter a tardy in Infinite Campus for that student for that class period. The Discipline and Attendance Secretary & Administration will monitor student tardies and discipline students accordingly.
- **ALL teachers are expected to follow the 10-10 Rule: the first 10 minutes of class and the last 10 minutes of class, students are NOT permitted to go anywhere in the building. Students are NOT permitted to go or sit in another teacher classroom during the students' scheduled class time.**

Dismissal Procedures

- **At 3:10 pm, a bell will ring in order to dismiss students to either go home or to extracurricular activities. Building MUST be cleared by 3:20PM. Students who are still in the hallway after 3:20 pm will NOT be allowed to remain at school and will be asked to go home.**
- Once students leave the building, the students will NOT be permitted to entered back inside the building.
- Afternoon Duty Personnel are expected to be at their duty location by 3:10PM and are expected to remain at their duty location until 3:25PM. Expectation to direct and supervise students.
- Extracurricular Activities Sponsors are expected to remain with students throughout the duration of the extracurricular activity and MUST remain with students until all students have been picked up. Students are NOT allowed to roam the building.

Absences from Work

All **certified** instructional staff members are required to input their absence in the AESOP system, the RCBOE computerized substitute calling system, and report any time they are absent. **AESOP can be accessed anywhere with an internet connection at <https://www.aesoponline.com/login2.asp> or call 1-800-528-0049.**

To obtain your log in, please see the bookkeeper. Teachers **must input their absence**, even if they do not require a substitute. All **certified and classified** personnel **must** report their absence to the principal by **7:00 am the morning they will be out** by phone or email. Please also contact the following: Department Administrator and Department Chair. It is not permissible for employees to report their absence to the school secretary. Teaching assistants must notify both the principal and the lead teacher.

Teachers must make sure detailed lesson plan(s) for the day is made available for the substitute including:

- Textbook titles and page numbers to be used in each subject;
- Explanations for use of teacher-made worksheets or other supplementary materials;
- Special events for the day and procedures to follow;
- Time requirements for each subject or activity;
- Explanation of what to do with students' work at end of lesson and at the end of the day;
- Supplementary work in case time allows;
- Duty schedule;
- Copy of class rules; procedures for misconduct;
- Classroom procedures;
- Seating chart;
- Special student health problems;
- Special discipline problems.
- *Assignments requiring technology or research in the library should be limited.*

You are important to our success and we need you here!

While no employee should work when ill or contagious, please remember how important you are to our school. Schedule appointments after school hours when possible. If it is necessary for you to miss part of the school day, you must secure *permission* from the principal in writing. Time will be charged by the hour, or 1/2 or full days, depending on the time signed in or out. Please follow-up and complete the required paperwork with the bookkeeper when you return to school. Staff with frequent absences will be **REQUIRED** to submit a doctor's note after every absence to the bookkeeper within 48 hours of his/her return. Failure to submit documentation will result in the staff member being charged Personal Leave. Staff are **REQUIRED** to provide a doctor's note for all sick leave taken before and after holidays, pre-planning, post-planning, and professional learning days.

Personal Leave

All employees are permitted to use up to **THREE** days of their accumulated sick leave per year for personal reasons. Personal leave requests must be made to the principal in writing a week prior to the request leave date. Employees must have enough accumulated time to cover personal leave before it will be approved. **No personal leave will be permitted during standardized testing days, during special school events, and the first & last week of school. A substitute must be secured prior to the principal's approval for any personal leave.**

*Personal leave must be approved by the Superintendent of Superintendent's designee for the day before and after a holiday, pre-planning, post-planning, and professional learning days. Teachers should not make **personal appointments** that will necessitate leaving school early or missing faculty meetings, which are the 4th Thursday of each month.*

Accidents, Injuries, & Workers Compensation

It is most important that "ALL Injuries", student or teacher (regardless of the nature or extent of the injury), be reported immediately to the school nurse, and an accident report must be filled out (within 12 hours of the injury). Failure to report an injury will constitute gross negligence of duty. Workers injured on the job must follow the procedures for Workman's Compensation. Questions concerning Workman's Compensation may also be directed to the school nurse or the bookkeeper. Failure to report an incident within 3 days may result in loss of coverage.

After School Supervision of Students

Students who are staying after school for extra-curricular activities including sports, clubs, tutoring, make up work, etc. must be in the designated area by 3:20 pm. The sponsor/teacher must remain with the students throughout the duration and should never leave students unattended. At the conclusion of the after-school activity, it is the expectation of the sponsor/teacher to escort the students to the designated pick up location and wait with the students until the last student is picked up.

Announcements

Announcements should be turned in on the announcement forms located in the Hub. Announcements MUST be submitted to Ms. Hill by 8:30AM. Careful attention to announcements is essential since so much information is communicated through this procedure. Announcements require the approval of an administrator.

Assemblies

Assembly programs will be held intermittently throughout the school year. Anyone may request a particular program by meeting with the principal and obtaining permission. Assemblies should be directly related to school-sponsored activities. Seating arrangements for assembly programs will be announced prior to the program.

Athletics

All athletes and coaches are bound by the Georgia High School Association (GHSA) Rules with regard to eligibility, conduct, etc. (<https://www.ghsa.net>).

ALL student athletes must have a physical **prior** to trying out and participating in any school sport. Teams are under the guidance and direction of the coaches and school administrators. All athletes must have health insurance coverage in order to play any sport.

***Students assigned to ISS or OSS **cannot** participate in extra-curricular activities such as sports, clubs, or academic competitions.

For more details, please review the RCSS Athletics Department Rules and Regulations at www.rcboe.org/athletics.

Eligibility

- **CARNEGIE UNITS ACCUMULATED THE PREVIOUS SEMESTER:** Show the number of Carnegie units the student earned the previous semester. In order to be eligible (beginning with the second semester of 9th grade), the student must have passed 2.5 Carnegie units or their equivalent the semester immediately preceding participation. Place an "E" in the Units Passed column for Entering ninth graders. 6.
- **TOTAL UNITS ACCUMULATED:** Show the total number of Carnegie Units the student has accumulated thus far in his/her high school career. To be eligible, the student must have accumulated Carnegie units counting toward graduation as follows:
 - END OF FIRST YEAR: 5 Units
 - END OF SECOND YEAR: 11 Units
 - END OF THIRD YEAR: 18 Units

Students who lose eligibility for not meeting these requirements at the beginning of the year may regain eligibility during the school year by accumulating the units required at the end of a semester and by earning the required number of units the previous semester. Remember: Eligibility is lost or regained on the first day of the new semester. The first day of the Fall semester is the first date of practice for the first sport or the first day of classes for a school, whichever comes first.

Coaches or sponsors are not to call the league office. If you have any questions be sure to speak with the athletic director or school administration.

Bulletin Boards

Bulletin boards inside classrooms should have current student work samples posted which contains appropriate standard-based commentary. Bulletin boards should be changed at least once per quarter

Hallway bulletin boards will be assigned so that each department can decorate them and/or display student work throughout the school year. Be sure to include appropriate standard-based commentary on student work samples.

Cell Phones

School employees are **not** allowed to use their cell phones in the presence of students, especially not during instructional time. Cell phones should be placed on vibrate or off during class time. At no point should a teacher be in the presence of students while they talk on a cell phone. All cell phones on campus must be registered with the principal. Should an employee decide to use his or her cell phone to contact parents concerning a student's progress or behavior, the call should not be made during instructional time or in the presence of other students. If an emergency arises that necessitates the teacher needing the cell phone to remain on in the classroom, prior permission should be obtained from the administration.

Certification

It is each teacher's responsibility to secure and maintain his or her own teaching credentials. Failure to maintain a current certificate will void a teaching contract. Please contact RCSS Human Resource Department with questions concerning certifications and credentials.

Any time a certificate is updated or renewed, a copy should be printed and provided to the principal. This copy will be placed in your personnel file.

Professional learning requirements for continued or renewed certification have changed in light of the recent budget crisis but have not been suspended. They will continue to be offered for the purposes of professional training and school improvement. *(Additional information about this is also found in the Professional Learning/Staff Development section.)*

Classroom Guidelines

1. Classrooms make a definite statement about teachers. Choose to display pride in yourself and your school to parents, students and colleagues by maintaining an organized, clean, and stimulating learning environment. Teach students to keep their work areas neat and clean.
2. Current student work samples should be displayed. Bulletin boards should be current and relevant to the curriculum and standards.
3. Textbooks and papers should be kept off the floor at all times.
4. Learning Targets and Success Criteria should be appropriately posted in all classrooms. They should be directly related to the lesson(s) being taught at the time. Having the learning target and success criteria posted in the classroom is an integral part of the evaluation process that will be used to evaluate teachers.
5. Foods and drinks should only be present in classrooms when such items are a part of the curriculum. Students are not allowed to eat or drink as a normal part of classroom activities. Teachers and other staff members should not consume food or drinks in the presence of students during the course of a class. Refrigerators, microwaves, coffee pot/Keurig are prohibited in the classroom.
6. Students are not to remain in classrooms during lunch. Students are not to be allowed to bring their lunches back to the classroom.
7. Students should not be sent to the cafeteria to get ice or food during instructional time. Students should not be sent to the vending machines to get food or drinks for teachers or other staff members.
8. Maintaining and implementing effective classroom management techniques will bolster student learning and achievement.
9. A well-structure environment, plus positive academic expectations, will yield effective classroom experiences for all students.
10. Student behavior should be managed such that in appropriate student behaviors do not interfere with teaching and learning.
11. Providing relevant, meaningful instruction for the entire instructional period will help alleviate student behavior problems.

Clocking In & Out

All staff are required to clock-in and out daily utilizing the Frontline Time Management System. Staff can utilize the time clock in the mailroom by scanning their id badge, the Frontline App, or Frontline via computer. If an error message occurs when clocking in and/or out, staff members must wait 60 seconds prior to trying to clock-in and/or out.

Collection, Disbursement and Accountability of Funds

All monies collected by the faculty for school activities and materials must be collected via My School Bucks. No cash should be collected to students. It is vital that staff member plan accordingly to ensure the necessary fees are loaded to My School Bucks by the school bookkeeper in order for students to pay.

No faculty member should be collecting funds without obtaining approval from the principal. It is the responsibility of the teacher or club sponsor to ensure that all fundraisers are documented on the appropriate forms and approved by the principal prior to fundraisers beginning. Collection of funds through a 3rd Party (Cash App, Zelle, etc) is not acceptable.

Conduct, Discipline, and Supervision

Laney High School students are expected to put forth their best effort and to act appropriately at all times in a manner that will promote a safe, orderly learning environment. Any behavior which causes the learning atmosphere to be disrupted or which infringes upon the rights of others in the school will not be tolerated and may subject the student to corrective measures.

Conduct Rules:

Good student conduct sets the tone for other positive things to happen in school. As a result, a positive school climate plan has been developed and will be implemented. Parents will be an integral part of the plan and will be directly involved with its implementation. The students themselves play an important role in their own educational programming. In such an atmosphere, the class is neither teacher-dominated nor student-controlled; rather, it is a joint effort to learn, relate, and experience.

Our method of discipline shows the student three things that include:

- What infraction was committed;
- How to solve the problems they created; and
- How to assume responsibility for their own actions?

This method uses logical and realistic consequences and leaves the student's dignity intact. Self-discipline by students is the ultimate goal of the discipline program at Laney High School.

The following are general rules of conduct for all students at Laney High School during school hours, on a school campus whether or not during school hours, at school activities, whether at home or away, on a school bus, or at school bus stops:

1. Disturbances that disrupt the learning opportunities for others in class are prohibited.
2. Students are expected to obey reasonable directives of all school personnel.
3. Rude, discourteous, disobedient, or defiant behavior is prohibited.
4. Profanity, obscenities, and/or insulting remarks will not be tolerated in school or on school grounds.
5. Threatening and/or intimidating another student or adult is prohibited.
6. Hitting, "roughhousing," fighting, and physical abuse with intent to hurt another student or adult is prohibited.
7. Assault and/or battery on school employee or another student is prohibited.
8. No student shall leave campus without permission.
9. Failure to tell the truth, forging or knowingly using a forged signature, stealing, cheating, and plagiarism (giving or receiving information) is prohibited.
10. Falsifying, misrepresenting, omitting, or erroneously reporting information regarding instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student.
11. The willful damage or destruction of property is prohibited.
12. Tampering with fire safety equipment and/or setting off a false alarm is prohibited.
13. Bullying in any form is prohibited.

Richmond County Schools Code of Conduct

It is the purpose of the Richmond County School System to operate in a manner that will provide for the welfare and safety of all students who attend the schools within the district. In accordance with that purpose, the Board of Education has adopted a policy which requires all schools to adopt codes of conduct that require students to conduct themselves at all times in order to facilitate a learning environment for themselves and other students. These standards for behavior require students to respect each other and school district employees, to obey

student behavior policies adopted by the Board and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by the policies, regulations and rules set forth in this Code of Conduct.

The Code of Conduct is effective during the following times and in the following places:

- during school hours;
- at school or on school property at any time whether or not school is in session;
- off school grounds at any school activity, function or event and while traveling to and from such events;
- on vehicles provided for student transportation by the school system;
- on system school buses and at school bus stops.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

Parents are encouraged to become familiar with the Code of Conduct and to be supportive of it in their daily communication with their children and others in the community. Consistent with Georgia law and the mandate of the Georgia General Assembly, all parents/guardians are encouraged to inform their children of the consequences, including potential criminal penalties, of underage sexual conduct and crimes for which a minor can be charged as an adult.

Authority of the Principal

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code, the principal may undertake corrective or disciplinary measures which he or she believes to be in the best interest of the student and the school provided any such action does not violate school board policy or procedures.

Progressive Discipline Procedures

When it is necessary to impose discipline, school administrators and teachers will follow a progressive discipline process. The degree of discipline to be imposed by each school official will be in proportion to the severity of the behavior of a particular student and will consider the student's discipline history, the age of the student and other relevant factors.

The Code of Conduct provides a systematic process of behavioral correction in which inappropriate behaviors are followed by consequences. Disciplinary actions are designed to teach students self-discipline and to help them substitute inappropriate behaviors with those that are consistent with the character traits from Georgia's Character Education Program.

Student Support Team

The Richmond County Board of Education provides a variety of resources that are available at every school within the district to help address student behavior problems. The school discipline process will include appropriate consideration of support processes to help students resolve such problems. These resources will include Student Support Teams, school counselors, and chronic disciplinary problem student plans.

Parental Involvement

This Code of Conduct is based on the expectation that parents, guardians, teachers and school administrators will work together to improve and enhance student behavior and academic performance and will communicate freely their concerns about, and actions in response to, student behavior that detracts from the learning environment. School administrators recognize that two-way communication through personal contacts is extremely valuable; therefore, they provide information to parents as well as on-going opportunities for school personnel to hear parents' concerns and comments.

Parent/Guardians and students should contact the principal of the school if specific questions arise related to the Code of Conduct.

The Code of Conduct specifies within its standards of behavior various violations of the Code, which may result in a school staff member's request that, a parent or guardian come to the school for a conference. Parents are encouraged to visit the schools regularly and are expected to be actively involved in the behavior support processes designed to promote positive choices and behavior.

****For additional information on School Board Policies regarding student conduct and discipline, please visit the Richmond County Schools website at <http://www.rcboe.org>.*

Supervision and Discipline

We are legally and morally responsible for students when they are in school. This responsibility begins with supervision at all times and in all situations. **Never leave students unattended.** Student supervision is an absolute necessity. They should be directly supervised from the time they arrive on campus until they depart each day. Teachers should always be in the room if any students are present. Student safety is a top priority. Do not ask students to perform tasks that are not their responsibility such as hammering, cleaning with chemicals, moving furniture, or grading papers. Teachers are responsible for monitoring students during recess, restroom breaks, hallway transitions and arrival and dismissal times. Do not use student monitors. This leads to conflicts and disagreements.

General Supervision

- Teachers should stand just outside the door of their classroom when students are entering or leaving as a group (class transition).
- Teachers should supervise students who are passing in the hallway to ensure they are moving along quickly but without running and moving with minimal noise and disturbance.
- All staff that are assigned to duty are expected to be on time and remain on duty for the entire time.

Disciplinary Referrals

The ultimate goal of any rule or procedure is to achieve student self-discipline. We are working towards the goal of having mature, independent learners who can exercise normal limits and behaviors. Students are expected to behave in a way that allows them and their classmates to receive a quality education. Each teacher has the responsibility of handling his or her own discipline. Referrals to administration should only be made when other forms of intervention have been attempted **or** the offense is so serious it warrants immediate attention from school administration. **A copy of a disciplinary referral must be sent to the administrator office EVERY time a student is sent to the office.** Sending students to "just sit" does not enhance the position of the teacher. Students who are just sent to the administrator office without the proper documentation will be sent back to their classroom. NO students should be sent to the front office for a time out. At NO time is corporal punishment to be used.

Classroom Discipline

Students are never to sit or stand in the hall unsupervised. The teacher should post and review the rules of behavior and consequences for misbehavior in all situations. It is essential that teachers explain the plan to the parents as well as the students and that everyone follow it consistently. Teachers also should utilize the PBIS Incentive Program as a way to recognize positive behavior. A teacher cannot suspend students from school. Only the administration may suspend, but teachers are encouraged to make suggestions about how to handle their students' misbehavior. Parents must be involved early and often when there is a problem preventing the student from learning and maturing. At NO time should a student be put out of the classroom to wander the hallways unsupervised.

*****Students should never be left unattended!!!*****

Copying and Duplication of Materials

Please remember to obey all copyright laws. If you have questions about appropriateness of copying an item, see the media specialist or administration for a decision.

We must operate within a budget. Please be conservative with paper and copying expenses. Teachers will be assigned a number to use when printing and copying using the copiers and RISO machines. The RISO should be used for large runs (more than 25 pages). You will be issued an allotment of copies each month and must work within this framework. Teachers **are strongly encouraged** to avoid the "ditto death" of students and find alternative, creative methods of teaching and practicing skills in the classroom.

Counseling Department

Laney High 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, and improve interpersonal skills.

In addition, the school counselors provide information on careers, study skills, decision-making skills, and other life skills. Through collaboration with educators, parents and community resources, our counselors assist with guiding students through their educational experience to ensure positive results.

Custodial Service

It is our aim to have a well-maintained building at all times. All rooms and office should be cleaned on daily basis by a member of the school's custodial staff. Please assist the custodians in maintaining the cleanliness of your classroom and/or office. In the event that there seems to be a discrepancy in the cleanliness of your classroom and/or office notify the head custodian. If problem is not rectified, then notify administration.

Department Chair

A teacher from each department will be selected to serve as the department chairperson. The duty of the department chairperson is to serve as a liaison between the administration and the faculty. Department chairpersons meet with the department teachers to discuss and implement administrative requirements. Department chairpersons meet with the administration and coordinate various activities for the department.

Departments	Department Chair
CTAE	Mrs. Selina Hamby-Davis
English Language Arts	Mrs. Jerrica Jefferson
Fine Arts	Ms. Andrea Scott
Foreign Language	Mrs. Giulianna Cunningham
Physical Education	Coach Ronnie Baker
Mathematics	Ms. Jessica Hughes
Science	Mrs. Terri Green
Social Studies	Mr. William Adams
Special Education	Ms. Trellani Hicks

Detention

Each teacher will be responsible for holding his/her own detention.

Student detention will be considered academic time. The supervising teacher will provide an assignment for each student. At the end of the detention period, each supervising teacher will escort the students out the front door. Teachers are expected to remain with students until all have been picked up by parent/guardian. Students will not be allowed to go to other locations within the building.

Before assigning detention, each teacher **MUST** make a parent contact notifying the parent that the student has been assigned detention. Student and parent **MUST** be given written notification at least **two** days prior to the detention date. Each department chairperson will be responsible for keeping up with the detention book for his/her department.

Discipline Referrals

When submitting disciplinary referral, it is required that documented interventions are included in the referral this allows the administrator to review the interventions when assigning the appropriate consequence. **All referrals should be submitted utilizing the Paper Referrals. NO referrals should be submitted in Infinite Campus.** Prior to submitting a discipline referral, it is imperative that the parent/guardian is contacted first in reference to the disciplinary referral. The administrator should not be the first to explain the situation to the parent/guardian.

Dress Code for Faculty & Staff

Laney High School faculty and staff are recognized as professionals; therefore, such employees are expected to maintain a high standard of personal appearance in school buildings, on school grounds, and at school functions. The personal conduct and attire of all faculty and staff members shall be above reproach and shall contribute to promoting positive morale in the school and community. Faculty and staff members should make sure that their personal appearance is professional and adheres to the guidelines set forth below.

Appropriate school attire includes:

Men

- Shoes which are neat and clean (i.e: dress, loafer, tennis shoes, boots)
- Suits
- Ties
- Slacks
- Short/long sleeve collared shirts
- Sports jackets/suits

- Crew/Mock/Turtleneck shirts
- Polo/Golf shirts
- Laney High School Shirt in support of school teams or other school-related events

Women

- Shoes which are neat and clean (i.e: dress, loafer, tennis shoes, boots, mules, thong-style shoes (***no flip flops***), flats, and sandals)
- Shirts/blouses tucked in when appropriate
- Skirts/dresses (**appropriate length)
- Pants/Slacks/Capris which are not sheer, see-through, or low-riding;
- Suits
- Knit shirts
- Denim dresses/skirts
- Laney High School Shirt in support of school teams or other school-related events

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

Note: Special days will be approved for faculty and staff to wear blue jeans. Blue jeans are not acceptable attire during Open House, Programs, etc.

Flip-flops may be worn on in-service days, pre-planning, and post-planning days but are **not** appropriate on regular school days.

The following clothing items and footwear **are not acceptable** under any circumstances on a regularly scheduled school day:

- jeans or jeans containing holes through which skin or undergarments are visible (must have something under covering the hole or hole must be below the knee;
- overly tight or revealing clothing items of any kind;
- clothing items made of spandex (body suits, stretch pants, bicycle shorts);
- flip flops; slippers; bedroom/house shoes;
- sweat pants/suits, yoga pants, jogging pant/suits, or workout clothing;
- low-cut tops (cleavage should **not** be visible); tops with cut-out backs;
- one-shoulder or off-the-shoulders blouses;
- tight and/or see through clothing (tops or bottoms);
- tank-tops; tank-top style dresses; tops and dresses with spaghetti straps; midriff tops;
- sleepwear or loungewear;
- t-shirts other than those bearing the name of Laney High School or a school-related/school-sponsored activity;
- short skirts or skirts with high slits;
- any clothing item which allows undergarments to show;
- shorts of any length (other than those approved for P.E.)
- leggings/leotard

Please be reminded that no article of clothing that depicts drugs, alcoholic beverages, weapons, profane or obscene language, sexual overtones, or make disparaging comments about another’s racial, ethnic, or religious heritage may be worn at any time.

All clothing and shoes should be neat and clean in appearance. All Laney High School staff will be expected to adhere to the dress code as specified.

Upon the third violation of the dress code, the staff member will receive written documentation regarding the violations. This documentation will become part of the employee's personnel file and may be reflected on his/her annual evaluation.

Duty Expectations

- Staff Hours: 7:50AM – 3:50PM
- Be punctual. Students are always present at this point of duty, another teacher is waiting to be relieved, and if we expect punctuality from our students, then we must model what we expect. Nothing short of a personal or family emergency supersedes duty responsibilities. Even then, a substitute must replace a vacated duty position.
- Monitoring students cannot take place from a seated position. Whether in a classroom, hallway, auditorium, gym, lunchroom, etc., constant vigilance assists in identifying a potentially volatile situation before it erupts.
- Teachers on duty should not group together. The more area that can be covered serves to monitor a larger number of students.
- Most major disruptions within a school building occur when students are not inside the classroom. To ensure a school climate of safety and learning, transition time between classes must be supervised as stringently as the classroom itself.

Emergency Drills and Inclement Weather

Bomb Threat: In the event of a bomb threat, we will first determine the seriousness of the call based on the information gathered during the phone call. All communication will be word of mouth as we cannot initially use the PA system, cell phones, radios, or any other electronic communication devices until it is determined that they are safe to use.

Any teacher who does not have a class at the time of the bomb threat will be expected to assist with communicating information to the classes, and with supervision of students once it is determined that we must move outside. At no time will it be acceptable for a staff member to leave the campus, sit in a vehicle, or remain in the building during a bomb threat unless approved by an administrator.

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.

Inclement Weather: 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.

Level Three, Stadium Containment: If we are going to be outside for an extended period of time, we will move to the athletic stadium. Teachers should take their students in as a group and stay with them in the stadium so that all students can be accounted for, and if students need to be released with their parent/guardian, we can accurately determine who has been released. Students will be released only to their parent/guardian.

It is our responsibility to do whatever is necessary to ensure the safety of the students at this school – this is our first priority.

Lockdown Drills:

- **Soft Lock Down** – doors must be locked and teachers can continue to teach. Teacher, do not cover your windows. Do not send students out of your room with or without a pass to go to the phone, office, or any other place on or off campus.
- **Hard Lock Down** - We may go to a hard lock down state if deemed appropriate. When in lock down, the doors to the classrooms should be locked, windows are to be covered, there is to be no talking, laughing, or playing in the area, and NO ONE is to leave the room or open the door until the “all clear” is given. Do not send students out of your room with or without a pass to go to the phone, office, or any other place on or off campus. Classes in the gymnasium, fine arts area, automotive shop, etc. should cease activities immediately and be prepared to exit the building if necessary. Please always remember...RUN, HIDE, or FIGHT.

Shelter in Place: Shelter in Place (SIP) is a plan developed to provide a safe environment for students and staff relating to an accidental chemical release near the school. In such an instance, evacuation is often more hazardous than remaining indoors. As a result, SIP is considered the most appropriate action for our school.

If a SIP event occurs, the heat and/or air conditioning systems (HVAC) are shut down to minimize the exchange of air between the inside of the school and the outside air. There are additional steps that need to be taken beyond simply shutting down the HVAC system. Also, there are two phases to SIP.

If there is a chemical release, an announcement will be made stating that there has been a chemical release and we are in Phase I of Shelter in Place. At that time, the following steps need to be taken immediately:

Phase I

1. The HVAC system will be shut down.
2. All windows and doors are to be closed tightly.
3. Students, staff, and visitors are to move to appropriate SIP locations. If you are in a classroom, stay there unless directed to move to another location.
4. Doors and the vents to HVAC systems are to be sealed with tape and/or plastic (to be provided) until the principal and emergency authorities determine that the danger has passed, or initiate Phase II of SIP. Once the doors are sealed, they are not to be opened unless the “all clear” is given, or we need to go to Phase II.
5. All special needs classes will go immediately to the gymnasium to insure their safety in the event that we need to go to Phase II.
6. Teachers will account for all students in their class.

Phase II

1. All classes will move to the Gymnasium as quickly as possible in an orderly fashion.
2. Teachers will account for all students in their class.

Should a chemical release occur when you are outside with your class, immediately come to the nearest available safe area. Understand that once the doors are sealed, they will not be opened to let anyone in. If you are outside, the nearest safe areas are:

- From the front of the building or staff parking lot, go to the fine arts wing (band room, chorus room or ISS room).
- From the gym parking lot, go to the gymnasium.
- Should a chemical release occur and students and staff are in the cafeteria, immediately go to the gymnasium.

- In the event that the problem occurs after hours and during an outside athletic event in the stadium, spectators will be instructed to go immediately to their vehicles, roll up the windows, and close the vent system. They should remain there until the “all clear” is given. Coaches will move the teams and any students that do not have access to a vehicle into the field house. Any other staff members present should assist the coaching staff with these students. The windows should be closed and the doors sealed.
- If there is an activity at the baseball/softball complex, the spectators should be instructed to go immediately to their vehicles, roll up the windows, turn off the air conditioning, and close the vent system. Coaches should move all students into the “tower” and close the door and all windows. Seal the door if possible.

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

When drills are completed, teachers are required to take attendance utilizing the Navigate App or other documentation provided by administration. Ensure you are account for yourself as well as your students.

Employee Pay

If for some reason you feel that there is a problem with your pay. Notify the bookkeeper first and see if he/she can rectify the situation. The bookkeeper is able to make the necessary contacts that are needed to the district office.

Evaluations/Appraisals and Room Visits

Teachers should expect visitors from the central office, peers, instructional specialist, as well as the administration, at any time during the school day and throughout the school year. The purpose of these visits is to observe and/or monitor the classroom activities. It is not necessary or preferred that the teacher stop the lesson to converse with visitors. Classrooms should reflect learning and students should be engaged and on-task. Classrooms should be neat, organized, orderly and attractive at all times. Lesson plans are due by 8:00 am Monday for the instructional week. They should be posted in CANVAS. Feedback on formal observations will be given through the TKES portal for all teachers. Feedback on informal observation will be given through sticky note, observation form, or email. All feedback will be given within 10 working days.

Exams

Exams are to be given at the end of each semester. Exams should be cumulative and should cover the content that was taught during the semester. Teachers are responsible for the duplication and security of their exams. Teachers should design the exam or plan activities to accommodate the allotted time frame. Plan a two-hour exam. If exam is a project-based or a paper, it MUST be accompanied by a 4-point rubric.

Any student absent during exam time must have a note from an administrator before that student can make up the exam. Teachers will be responsible for administering their makeup exams. If the final semester grade is 68 or 69, please be able to justify and support the grade if (when) challenged by a parent/guardian. If a student does not report for an exam, enter a zero for the exam grade. Do not assign an incomplete. Grades can be adjusted as necessary via the grade verification sheet after the exams are made up. No grade should be above 100.

Please inform Senior Counselor of any SENIOR failures before leaving each day.

At the completion of the exam, NO students should be given a pass to go elsewhere in the building during the exam period. Do NOT excuse students from the classroom during the exam period.

Extra-Curricular Activities

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

Faculty and Staff Parking

Faculty and staff should park in an orderly fashion in the designated parking area. Entry and exit driveways should be used correctly. Please respect RESERVED parking spots by not parking in the RESERVED parking spots. Do not park on the grass and the curbs.

Faculty Fund/ Hospitality Committee

Our staff organizes and contributes to a faculty fund to aid in the recognition of staff members during special occasions and sad events. Your membership is important to the success of this fund and goes a long way towards fostering cooperation.

Faculty Fund dues are \$25.00 (certified) and \$20.00 (classified) per semester or staff can pay \$40.00 (certified) and \$30.00 (classified) for the year by September 30th. Monies should be paid to Faculty Fund Designee. Faculty who pays into the Faculty Fund will be allowed to wear jeans on Fridays. Faculty who do not pay dues into the Faculty Fund can wear jeans on Friday for the cost of \$2.00. Monies need to be paid to Faculty Fund Designee.

Faculty Meetings

Laney High School will have a monthly faculty meeting on the 3rd Thursday of every month. Meetings will occur after school. Attendance is **mandatory** for all certified employees. Classified employees will be given advanced notice when they will need to report to a faculty meeting. Every effort will be made to keep meetings to the minimum time necessary. However, there may be times when additional meetings will be necessary. The principal will provide as much advanced notice as possible for all meetings.

Field Trips

All field trips MUST follow the Richmond County Board of Education guidelines concerning field trips. No student may be denied a field trip solely on the basis of ability to pay. Please consider the following when planning field trips:

- All field trips must be instructional.
- They must meet the Georgia Standards of Excellence for your grade/subject.
- They must meet guidelines for time away from school.
- They must provide inclusion for all students based on financial concerns.
- If transportation is needed you must follow guidelines for securing and paying for school buses.

Field trip requests must be submitted electronically and approved by the principal. Teachers must place the proposed field trips in the system NO LATER THAN 30 DAYS prior to the field trip and notify the lunchroom manager of the field trip 30 days prior to the field trip in order to order lunches for the students.

Food Deliveries

Staff are allowed to receive food deliveries from food delivery companies (i.e. DoorDash, Grubhub, Uber Eats, etc.). This should be occasionally only. Staff are expected to notify the front office and have

the delivery delivered to the front office and be picked up during your planning period or lunch period. Staff are NOT allowed to leave campus to get food without permission of administration.

Students are NOT allowed to order food and have it delivered to the school (i.e. DoorDash, Grubhub, Uber Eats, etc.) and/or NOT allowed to leave campus to go get food.

Fundraiser and Handling of Money

The principal must provide prior approval of ALL PURCHASES and all FUNDRAISING PROJECTS.

All money must be handled through Laney High School general account and checks must be written for payment of all items purchased. NO purchases or payments can be made from cash collected. No acceptance of electronic payment (i.e. Apple Pay, Cash Pay, Zelle, Venmo, etc.) with the exception of the district electronic payment system.

A deposit summary sheet must be completed for each deposit and turned into the bookkeeper.

Money is to be verified by individual submitting the funds. It should be turned into the bookkeeper with the amount to be deposited written on the money envelope and the account number noted. Currency is to be sorted into the appropriate denominations. All bills need to be facing the same direction. Coins are to be wrapped whenever possible. Checks are to be totaled and identified as to the club and from whom the check was received.

A school receipt will be written for all money given to the bookkeeper.

Sponsors are responsible for requesting checks in writing three days prior to needing the check. All invoices, sales slips, etc. should be given to the bookkeeper for payment and will be kept as records for audit purposes. Fundraising reports must be completed **at the end** of the fundraiser when the money is turned in for deposit.

Monies are required to be deposit daily to the bookkeeper. No monies should be left in desk drawer, closet, car, etc. No EXCEPTIONS!

Grade Integrity Act

The Grade Integrity Act of 2007 states that administrators cannot require a teacher to change a grade. However, principals and superintendents have the authority to change a grade in the event it is deemed necessary to do so. Any grade change made by a person other than the classroom teacher must be clearly indicated in the student's school records and must indicate the person responsible for making such grade change.

Grading Policies

The Richmond County Board of Education has grading guidelines. In addition to these guidelines, teachers are strongly encouraged to remember the following:

- 1) Ongoing communication and sharing of instructional goals, expectations, and student progress with families must occur in a timely and constructive manner.
- 2) Infinite Campus must be current at all times. A minimum of **one** grade per week is the administrative
- 3) expectation. ***Grades must be updated by 5:00 pm every Sunday.***
- 4) A student who is failing a course for the quarter, it is imperative that contact is made with the parent/guardian prior to the report card going home. All communication should be documented in

Infinite Campus. There should not be any surprises. Be careful not to limit a student's chances for success too soon. Be creative! Encourage efforts until the end!

Grading Categories

- *Minor Grades* = 60% (quizzes, labs, and other graded assignments to assess certain standards in a unit of study) Minimum number of minor grades per 6-week progress report period = 5
- *Major Grades* = 40% (unit tests, essays, research papers, project-based assignments, and other culminating assessments to measure mastery of standards that comprise a unit of study) Major number of major grades per 6-week progress report period = 2

Grading System

A = 90-100 B = 80-89 C = 75-79 D = 70-74 F = Below 70

Grading for Transfer Students ***(Out of County)***

A letter grade of A, B, etc. must be converted to a numerical grade to determine the semester and yearly averages. Use the numerical grade on the transfer document or the grading scale shown on the transfer records. If no grade code is available, use the Richmond County's Grade Policy. Consult with the administrator or the counseling department for assistance.

Graduation Exercise

It is required that **all** certified staff participate in Laney's graduation exercises. The Senior Advisor will coordinate activities with the administration and **senior counselor**.

Guest Speakers

Guest speakers can be useful in enhancing instruction and content. Presentations, demonstrations, or speeches given by guest speakers should be directly related to the content and skills being taught. Approval from the principal is required before committing dates/times with any prospective guest speaker.

Homework

At Laney High School, homework is an expectation of all students. The purpose of homework should be in order to reinforce skills being taught in the classroom. Homework should NOT be graded but should serve as practice for students. Teachers are encouraged to use homework as a way to differentiate instruction for students to ensure that it targets individualized skills for each child. The following guidelines should be used when assigning homework:

- 1) All homework should be communicated to the students in a variety of ways (written on the board, told verbally, etc.)
- 2) **Homework assignments must be consistently posted in CANVAS.**
- 3) Due dates for long term assignments should be posted.
- 4) Teachers are strongly encouraged to break long term assignments down into smaller parts so that due dates help students break down large assignments into smaller parts.

Honor's Day

A review of the Honors Day format will be reviewed annually. Each department will request the number of trophies desired for their department. Suggestions for Honors Days should be directed to the Committee Chairperson.

Hospital/Homebound Instruction

Any student with a medically diagnosed, physical condition that is non-communicable and restricts him/her to his/her home or to a hospital for a period of time and which significantly interferes with his/her education, maybe eligible for the services of a hospital/homebound instructor. In order for a student to receive this service, a physician must declare the child physically able to benefit from the instruction. Other criteria must also be met for service. The Hospital/Homebound Assistant Principal can provide assistance with this area should there be a need. **Once a student has been approved for homebound services, he/she should not be marked absent and should be counted present.**

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.

Housekeeping

Custodial services are provided on a daily basis. Classrooms should not be dirty or unclean. Trash and other discarded items should be placed in the trashcans. Classroom floors should be clean and clutter-free at all times. Teachers are expected to supervise students in maintaining a system of good housekeeping practices at all times.

Windows and classroom doors should never be completely covered. There should always be enough space to see inside the classroom. This is mandated by the State Fire Marshall's Office.

Teachers should assume responsibility for and give attention to the following items:

1. Properly ventilated classrooms;
2. Locking doors when out of the classroom during the day;
3. Locking doors and windows at the close of the day;
4. Turning off the lights when leaving the classroom for more than a few minutes during the day and at the end of the day;
5. Repair requests should be reported to the front office secretary.

Ill or Injured Students

Students who become ill or injured at school should be sent to the office for treatment and to notify parent/guardian(s). Teachers are encouraged to **use adult judgment concerning** complaints. Any student injured at school must have an accident report completed by the supervising teacher and the supervising teacher must notify parent/guardian of injuries by phone before the end of the school day.

Infinite Campus

Each teacher is responsible for entering at a **minimum one grade per week** for every student in his/her classes. All grading deadlines, for the purposes of Progress Reports and Report Cards, must be adhered to.

It is every teacher's responsibility to make sure his/her gradebook is set up correctly. Questions regarding setup should be addressed with our Data Specialist.

In School Suspension Program

The In School Suspension Program (ISS) operates on a three (3) day schedule. Classroom teachers are to provide the ISS teacher and students with lessons for the number of days that a student is assigned to ISS. Failure to provide assignments will result in the student returning back to class during that particular class period. Completed assignments are to be graded by the regular classroom teacher. The same credit should be

given to the ISS student as it is given to any other student for the same assignment.

The ISS teacher will administer any test(s) that a student needs to take while the student is in ISS. Tests, along with other assigned work, will be returned to the student's regular classroom teacher for grading.

Classroom teachers are to provide the ISS teacher with enough classwork for the student's length of stay in ISS. All work must be on the student's level of learning. If outside references or resources are needed to complete assignments, the regular classroom teacher must make these available to the student and the ISS teacher. Failure to provide work will result in the student returning back to class for that particular class period.

Only the school's administration will assign students to ISS. The school administrators and/or ISS can assign additional days to a student's stay in ISS, if deemed necessary. The Discipline & Attendance will notify the classroom teachers of a student's placement in ISS.

Internet Usage for Employees

Faculty and staff must exercise great caution when using technology including, but not limited to email accounts, Facebook, MySpace, SnapChat, and Twitter, due to the public nature of these programs. Faculty and staff 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.

Names and information must never be used in these exchanges. Avoid exchanges and posts that could jeopardize students, the school, or any employee. Posts, including pictures, have led to lawsuits for slander and libel as well as reports to the PSC. Some cases have resulted in the revocation of teaching certificates, termination, and criminal charges being filed against school employees. All school personnel shall adhere to Georgia State Board Policy IDDF--Confidentiality of Personally Identifiable Information.

School business should not be publicly broadcast or posted on public websites. School activities, events, and business are not personal matters and should not be treated as such.

Keys

Keys are issued to teachers each school term. These keys are restricted issue and may NOT be duplicated by employees. Lost keys will be replaced after a \$5 replacement fee is paid for each key. All school-issued keys must be turned into the office annually.

Late Work & Make-Up Work

Late Work

Late work is defined as assignments that are submitted after the specified deadline. This does not apply to work submitted late due to absence from school.

Students are expected to submit assignments on time. Multiple incidents of late work may result in teacher-student-parent conferences to examine and correct the student's work habits through an academic contract. Students in grades 6-12 may have their scores reduced by 5% per school day for a 25% maximum reduction (five school days). Late work submitted after the fifth school day will only be accepted at the teacher's discretion. Completing work in a timely manner during the learning unit is essential for academic success. If the score is reduced for late work, the teacher must make a notation in the Infinite Campus comment section of the gradebook to reflect the reduction for late work. Students and parents should refer to the teacher's course syllabus for specific late work procedures.

Make-up Work

Students are expected to make-up assignments and assessments that were missed due to absence from school. Students are responsible for asking teachers for the make-up work upon returning to class.

Make-up work should be completed by the student within the time specified by the teacher.

Teachers should provide reasonable timelines for completing make-up work. Generally, such work should be completed within 5 days of returning to school. A student should not be required to take a quiz or test on their first day back to school if the assessment was first-announced during their absence.

Graded assignments should be scored to accurately reflect the level of mastery of standards.

Leadership Team

Laney High School, in compliance with Georgia Department of Education initiatives, has a school leadership team tasked with the responsibility of ensuring that our students are receiving instruction that incorporates the Georgia Standards of Excellence. Members will be chosen from each grade level along with other departments.

Leaving Campus

If you need to leave the campus during your planning period or for an emergency, you must obtain permission from the principal or department administrator. Complete the “Write It; Don’t Say It” Request Form and sign in and out. **It is the administrative expectation that all faculty and staff are to remain on campus during your lunch and planning periods.**

Lesson Plans

It is RCBOE policy that teachers submit lesson plans. All teachers must upload their Lesson Plans to CANVAS by 8:00am each Monday for the instructional week. Teachers are required to utilize Laney High School’s Lesson Plan template when constructing their lesson plans.

Lunchroom/Food Services

- All students eat at no cost to the parents/guardians.
- Lunches will be prepared for **ALL** field trips. Teachers must notify the lunchroom manager at least (4) weeks in advance when planning a field trip so that food can be ordered.

Teachers/Adults

The lunchroom provides lunches at a nominal cost to adults. All adults are expected to pay for all food items and drinks. Please avoid having large bills. Lunchroom duty personnel are expected to monitor students and ensure that students are cleaning up after themselves.

Maintenance Reports

Any damaged or broken equipment, furniture, or fixtures must be reported to the main office secretary. Emergency repairs and/or safety problems should be reported immediately. If the problem is not resolved within two weeks, re-report the problem to the main office secretary via email (cc Assistant Principal Jackson). Safety problems should be supervised until emergency repairs can be made. Be specific in the description of the maintenance problem(s). No teacher is to personally call maintenance.

Mandated Reporting

In Georgia law, it designates certain professionals as mandated reporters of child abuse or neglect [OCGA 19-7-5(c)(1)].

Mandated reporters must report when they have "reasonable cause to believe that suspected child abuse has occurred." The old standard was reasonable cause to believe that a child has been abused. The addition of "suspected" lowers the threshold for what you must report. In other words, adults caring for children must report incidents not only when they think abuse has occurred, but when they suspect that child abuse may have occurred.

If you are an educator, you must make a report, immediately but no later than 24 hours, to your local DFCS office or law enforcement and are subject to criminal penalty for failing to do so. Notify the principal of after each report has been made.

Media Center

Our state-of-the-art Media Center is designed to support the school curriculum by enhancing learning and informational skills instruction and providing technology and instruction aiming for a 21st Century education. The media center functions as the hub of the school, providing students, staff, and parents with a multitude of materials to support and enrich learning.

The media center follows an Open Schedule concept, allowing all users to come to the media center at the time of need. Teachers may also schedule class times for research, skills instruction, book check, and other activities. The media specialist will work with teachers to coordinate standards-based skills instruction and research activities during the year.

Faculty, staff, and students, as well as parent/guardian(s) are welcome to come in for technology support assistance and help with curriculum-based software applications. The media center strives to become a true hub of the school providing support to every person in the learning environment. If you need help with equipment, lesson plans, technology skills, book selection, and creative activities to enhance your lessons, please visit. Collaboration can only create a more exciting and vivid learning experience for our students. The media center is here to serve every member of the learning community.

Book Checkout

Most books can be checked out for two weeks. Some exceptions do apply, and the student will be notified at the time of checkout.

All periodicals and reference resources must be utilized inside the Media Center.

Students may checkout books and utilize the library's resources during the following times:

- 15 minutes before the school day with an appropriate pass
- During scheduled class meetings
- During class with teacher permission and appropriate hall pass
- During lunch with appropriate pass
- 30 minutes after the school day ends

Media Workroom

Laminating or other media workroom needs/requests are to be put in writing and left with the media specialist. Pick up completed materials from the media specialist as well.

Overdue Fines

The overdue fines for students are five cents per day. Charges are also incurred for lost or damaged books. Students who owe fines will not be able to check out additional materials until all fines are paid.

Reserving Audiovisual Equipment

In order for the Media Center staff to provide maximum availability of needed equipment, we ask our teachers to reserve specific equipment at least one day in advance and pick up the equipment the day it is to be used. Failure to do so may result in not having the equipment available and make it necessary for the teacher to make other arrangements. See the media specialist to schedule equipment. Please return equipment by 3:25 pm each day unless prior arrangements have been made.

Teacher/Staff Checkout

Teachers and staff do not have a specific checkout limit but are asked to return materials as soon as they are finished using them. Materials should be returned two weeks before the end of the school year. Teachers may make special arrangements in regards to this policy in advance.

Teachers and staff are not charged for overdue materials.

Videos/Movies

All videos or movies contained in the Media Center's collection and used in the classroom should be directly related to the curriculum. The movie rating must be appropriate to the grade level where the movie is being shown. For any movie with a PG-13 or R rating, a parental permission note must be sent home. Students must not be penalized for not being able to watch a movie in which they did not receive parental permission to watch.

Videos deemed educational and purchased by the school are to be made a part of the media center collection and may be used at the teacher's discretion. It is recommended that the school follow a policy of prudent viewing.

- An instructional reason for the program should be stated in the lesson plans.
- The program should be scheduled at least one week in advance.

Videos brought from home or by a student must be previewed by at least two members of the Building Media and Technology Committee and approved prior to viewing. It is recommended that a two (2) week period be allowed for the preview process.

Under no circumstances shall a video rented from a rental facility be allowed to be shown in a school. This is in violation of Board Policy and copyright laws.

Medical Care (Nurse/Clinic) and Treatment of Students

Board policy forbids dispensing any medicine without written permission from a parent or doctor. Parent/Guardian must complete and submit an *Authorization of Medication Administration* form (can be obtained from the Nurse) to the nurse those children receiving daily medications. Medicines should be housed in the clinic with written instructions on file. All prescription medications should be sent to school in the original prescription bottle that has the doctor's name and pharmacy, the name of the student, the name of the medication, and dosage directions on it.

The school nurse will maintain the first aid supplies at the school. Tylenol ***SHOULD NOT be*** administered to any student unless the student has a Permission Form on file with the nurse.

Teachers should never give medication to students! This does not, however, preclude first aid treatment for minor injuries that may be administered by a teacher.

In the event a student becomes ill or is injured, he/she should be escorted to the school clinic if possible. In the event the student is unable to travel, the office should be notified IMMEDIATELY.

Should a student ask to go to the nurse, teachers should assess the situation and screen referrals to the school nurse. Use your best judgment in determining whether or not a student needs to see the nurse.

Unlike other prescription medicine or drugs, a student may possess and use his/her asthma medication while in school, while at a school-sponsored activity, while under the supervision of school personnel, or while in before-school or after-school care on school operated property if the student or his or her parents provide to the Principal or designee a statement or prescription from the student's physician specifying the name and purpose for the medication which the child is to possess and self-administer.

Chicken pox, mumps, measles, head lice, scabies and ringworm are just some of the extremely contagious diseases that appear at school from time to time. Students should not be allowed to attend school until they are free of the disease and fever. Student found to have any of these diseases while at school or if the student returns to school before the disease runs its course, the parent/guardian(s) need be contacted and asked to pick up the student from school as well as administration needs to be notified.

Using Prescription Auto-Injectible Epinephrine

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

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

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

With regard to medical care of students, please be mindful of "frequent fliers". We always want to provide the medical care and attention needed by students; however, we must be diligent in not providing unnecessary care and allowing students to miss instructional time without valid reason.

Name Badge

All Laney High School faculty and staff are expected to wear their name badge and Centegix badge daily.

New Teacher Orientation and Support

New teacher orientation and support will continue throughout the year. Regularly scheduled meetings will be held to review procedures, to provide professional development, and support for new teachers. New teachers are encouraged to participate in activities planned through the Teaching and Learning Department. All new teachers to Laney High School will be assigned a mentor teacher and instructional specialist for assistance and support. There will be New Teacher Meetings monthly.

Official School Correspondence

All written materials that a teacher intends to use as correspondence with parents, the public, and any other individuals outside of Laney High School must be typed including notes posted on doors as well as flyers. This includes ALL reports to the central office. It is required to allow a colleague to proofread correspondence prior to sending it out.

Open Records Acts

The Open Records Act states that any email sent or received on a government computer (desk tops and lap tops) is public record. This includes using personal accounts on government computers. Government issued computer should not be used for private and/or personal business. Any information accessed, stored, or transferred to or from a school computer is subject to the Open Records Act and is the property of the Richmond County School System.

Ordering/Purchasing Supplies

Teachers may order supplies provided they have received prior approval from the Principal. The Principal will review all requisitions. Teachers must receive written approval prior to purchase any supplies not furnished by the school. Submit any requests to the Principal. **Any purchases by teachers not following this procedure will result in the teacher being responsible for payment and purchase being donated to the school.**

Paperwork/Reports

Accuracy and adherence to due dates are expected. Lists of names, records, etc. should always be kept in alphabetical order.

Parent-Teacher Conferences

Teachers are expected to hold regular conferences with parents to keep them informed about their child's educational progress. ***Do not procrastinate when dealing with student problems.*** It is important that teachers contact parents as soon as possible when problems arise in either the academic or behavior areas. This is a **teacher responsibility**, even when faced with uncooperative parents. All parent-teacher conferences should be scheduled by our guidance department. Parent-Teacher Conferences will be scheduled after-school on Tuesdays, Wednesdays, and Thursdays. Administration will attend all RTI, 504, and IEP meetings and will also attend any conference when asked to do so by either the teacher, the parent, or the counselor.

- Teachers are expected to be prepared to meet any and all parents of the students they teach and be prepared to discuss any issues relevant to any student assigned to them. Make sure grades are current.
- Teachers should maintain a file/folder on each of their students. All written documentation should be kept to show the efforts, strategies, and interventions that have been used to best meet the needs of the child. Keep copies of all written communication to and from parents.
- All teachers will be required to maintain a monthly Parent Contact Log. **Each teacher should make a minimum of 10 monthly parent contacts.** These contacts may be made via telephone, email, and/or face-to-face. Please note that contact may be made for many reasons—good and bad.

- **Any communication with parents MUST be logged into the Contact Log located in Infinite Campus. Contact Logs will be pulled monthly.**

Permanent Records

Student records and information are confidential. Parent/guardian(s) and those persons working with the student are allowed access to student records and information. Access to student records and information is the right of each parent/guardian and will not be denied due to physical limitation or geographical location. The Richmond County Board of Education will assume that the parent/guardian has the authority to inspect and review data relating to his/her child unless the agency has been advised that the parent does not have the authority under applicable state laws governing such matters as guardianship, separation, and divorce.

Permanent records should never be taken from school or kept in classrooms overnight. Permanent records MUST be housed in the school vault. Special education records should never be taken from the school and should be kept in a secure location at all times.

Teachers who wish to review records for students in his/her classroom may check these records out from the guidance secretary.

Professional Ethics

Follow the guidelines provided by the Georgia Professional Standards Commission. These guidelines are in your Richmond County Board of Education Employee Handbook.

Professional Organizations

All faculty members are strongly encouraged to join a professional organization that offers its members liability insurance and represents their interests in the political arena. We have representatives from P.A.G.E. and NEA/GAE on staff to assist you. Currently, Richmond County will allow payroll deductions for professional dues.

Right to Request Teacher Qualifications

Per Title I requirements, parents may request the following information on their child's teacher:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

Schedules

Teachers are required to have their Daily Schedules posted outside of their classroom door. If a schedule changes, a revised schedule should be printed and posted. The posted schedule must be up-to-date at all times.

School Calendar

All school activities must be approved by the principal at least two weeks prior to the activity date in order to be added to the school calendar. No activities will be scheduled during the last two weeks during the month of May with the exception of honors or awards ceremonies.

Smoking Policy

The Richmond County Board of Education approved a No Smoking policy for all school employees. Smoking and other tobacco products are not permitted while on school campus.

Snack Machines

There is a snack machine and/or coke machine in the Teacher Lounge. ***These items are for Laney High School staff only.*** Students are not allowed to purchase items at any time or for any reason. Please do not send a student to purchase any of these items for you.

Special Education/504 Information

School copies of psychological evaluations on individual students, not in special programs, are kept in SST files. Access to psychological information by teachers and other school personnel who work with the student may be obtained through the Guidance Office.

Special Education teachers must notify the regular education classroom teacher and provide a copy of each student's modifications to each of his/her teachers. Copies of 504 plans are maintained in 504 Administrator's Office.

Please remember that student information is confidential and cannot be shared with anyone other than the school employees who directly work with the student, the school counselor, administrators, and the parents or legal guardians of the student.

State and Standardized Testing

State mandates require student participation in a wide array of assessments. The purpose of the testing program includes monitoring student progress, assessing program effectiveness, planning for instructional improvement, and making placement decisions for special programming.

Student Attendance

The accuracy in reporting of attendance is vital. Attendance should be taken during the first 10 minutes of every class period in order for cut/tardy and attendance reports to be run. Following the running of the reports, parents of absent and tardy students will receive an automated phone call. Mark students tardy who report to your class after the tardy bell. Tardy is when a student has not crossed the threshold of your classroom door at the sound of the tardy bell. **Do not allow** students to take daily attendance.

Attendance is a key element in student achievement and is an important part of our CCRPI score. Therefore, it is imperative that the attendance protocol is followed and contact is made with a parent/guardian when a student is out on consecutive days be sure to document contacts in Infinite Campus.

Students who are marked absent and have an excuse are to submit excuse: parent note, doctor's note, etc to the main office in order to be processed. All excuses will be kept on file in the Attendance & Discipline Clerk Office.

For school-related field trips and activities, students are NOT to be marked absent. Students shall be allowed the opportunity to make up any work missed upon their return.

Student Early Dismissal

Students who need to be excused early from school must bring a written note from their parent/guardian. These notes are to be turned into the main office for verification and approval. Notes to be excused must be in the office BEFORE second period. Students must also sign out in the main office before leaving the building.

If students get sick, they must check with the nurse or main office to receive a pass to go home. All students, including those 18 years old or older, must have a parent/guardian sign them out or give verbal permission (only by approval of Administration). Any student who does not follow this procedure will be considered cutting class and/or leaving campus without permission.

Student Passes

Students are not to be sent on errands that take them away from class or school grounds. Students are NOT allowed to go sit in another teacher's class during your specific class period.

Begin class on time. Dismiss on time. There should be no early dismissals from class for any reason unless authorized by the office. Do not hold students after dismissal this conflict with other classes. ***Students are not to be excused from class the first 10 minutes and last 10 minutes of class (10-10 Rule).***

Students leaving class after the tardy bell and before the end of class bell must have a pass with the following information:

- Student name
- Teacher name
- Destination
- Time student left the class

Passes should be mainly for the guidance department, main office, media center, and nurse office. Students are NOT to be issued a pass to go sit in another teacher's classroom. Encourage students to utilize the restroom during class transition.

Never send any student from class without an official pass.

Student Phone Use

Do not send students to the office to use the phone. Students are only permitted to utilize the office phone if they are sick and need to call home for someone to pick them up. Forgetting homework, going home with a friend, staying after school, etc., are not valid reasons for using the school phone.

Students are not allowed to utilize their cellular device during the school day. Students are permitted to utilize their cellular device after school only..

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

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

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

- A 3-Tier delivery model designed to provide support matched to student need through the implementation of standards-based classrooms.
- Evidence-based instruction as the core of classroom pedagogy.
- Evidence-based interventions utilized with increasing levels of intensity based on progress monitoring.
- The use of ongoing assessment data is used to determine which students are not meeting success academically and/or behaviorally.

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 a 504 Plan and/or an IEP. See the designated assistant principal for information.

Teachers are required to attend RTI meetings. Teachers must bring current grades, data, etc. relevant to the student of concern.

Student Withdrawal

A parent or guardian should notify the guidance department one day in advance of the withdrawal date. The guidance department will initiate the withdrawal of the student by preparing the withdrawal report. Prior to leaving the school, the student must turn in all textbooks, library books, and/or technology before being officially cleared.

Supplies

Supplies are provided to teachers at the beginning of each semester according to instructional allotments and by teacher order. These supplies are for the entire year and should be used wisely. We realize that you may not receive everything you want or need, but we do the best we can to distribute the funds equitably. If you need supplies throughout the school year, please put your request in writing to the principal. Every effort will be made to ensure you receive necessary materials. Orders for grant monies or special programs must follow the procedures and rules for those programs. Deadlines for orders and requisitions are **absolute** and failure to meet deadlines may result in the loss of materials for the teacher.

Teacher Keys Effectiveness System

We will be fully implementing the Georgia Teacher Keys Effectiveness System (TKES). The Georgia Department of Education has designed the Teacher Keys Effectiveness System with multiple components that provide data and feedback regarding teacher performance from different sources and perspectives. The evaluation system is designed to provide information that will guide professional growth and development for each teacher, as well as to provide information that will be used in the calculation of the annual Teacher Effectiveness Measure (TEM). The collection of educator effectiveness data and feedback to educators will occur throughout the process for the TKES and the effectiveness system is designed to provide another forum for ongoing instructional dialogue. The TLE Platform serves as the electronic platform to submit information regarding teacher evaluation. It can be accessed at <https://tle.gadoe.org>

You can access Georgia Department of Education website for a multitude of resources and information such as the Teacher Assessment on Performance Standards Reference Sheet and the TKES Performance Standards and Rubrics. Please visit <http://www.gadoe.org>

Teacher Web & Canvas Page

Each teacher has access to a school-based website for purposes of communication with both students and parents. Our school website and teacher page are the primary vehicle for parent communication. Within the Teacher Page, teachers are expected to have a Welcome and link to CANVAS Page. CANVAS page MUST be updated weekly.

Teacher & Support Staff Work Day

Teachers & Support Staff are expected to work an 8-hour day. Each staff member is expected to sign-in upon arrival at school. Staff are to sign-in through Checkmate (Infinite Campus). Staff do not have to sign-out unless leaving early for that day. Failure to sign-in could result in you being counted absent for a day of work. The workday for duty teachers is 7:50 am – 3:50 pm. The workday for all other teachers and support staff is 8:00 am – 4:00 pm.

Teachers and Support Staff are expected to check their mailboxes and emails at least 3 times a day: upon arrival, during planning periods, and before leaving.

Textbooks

The media specialist coordinates the implementation of the textbook policy, directs distribution of all student textbooks, maintains a school wide textbook inventory, and facilitates the operation of the bookroom.

Collecting Textbooks

Information regarding the end of the year collection and storage of textbooks will be provided in May.

Issuing Textbooks

Textbooks will be checked out through the media center.

Lost and Missing Textbooks

- Conduct a book check each quarter to confirm that students have the books that were issued to them.
- If a student is unable to locate a lost textbook, send an email to the media specialist to issue the student another textbook. As a result, charges will be applied to the student's account.
- During the school year, lost books that are turned into the office will be forwarded to the media center.

Title IX Notice and Complaint Procedures

Non-Discrimination/ Sexual Harassment

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

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

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

1. An employee of the School System conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct.

2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the School System's education programs or activities; or
3. "Sexual assault" as defined in 20 U.S.C. § 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. § 12291(a)(10), "domestic violence" as defined in 34 U.S.C. § 12291(a)(8), or "stalking" as defined in 34 U.S.C. § 12291(a)(30).

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

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

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

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

**System Title IX Coordinator
Dr. Titania Singh, Titania
864 Broad Street
Augusta, GA 30901
(706)826-1000 x 5476
singhti@boe.richmond.k12.ga.us**

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

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

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

Utilities

Lights should be turned off when the classroom is vacant. Windows should be kept closed when cooling systems are working. Be sure to check windows prior to leaving for the day.

Visitors/Volunteers

All visitors **must** report to the Office upon arrival on campus and entering the building. Visitors will be allowed to conduct business or visit classrooms as authorized by the school administration. Visitors must sign in and obtain a Visitor's Pass before going to any area other than the Office. Individuals without a Visitor's Pass please escort the individual back to the main office.

Volunteers are invaluable in helping to meet the needs of students and staff. They offer positive influences to promote character and well-being. They assist our school in many ways, such as reading to students, working with student classroom activities, coordinating school-wide student activities, and assisting with media center materials. Parents/guardians are encouraged to be active participants at Laney High School .

Volunteers must go through a training and screening process prior to working in the school system. For more information related to volunteering, individuals can visit go to this website:

<https://www.rcboe.org/site/Default.aspx?PageID=46200>.