

Augustus Roberson Johnson
Health Science & Engineering
Magnet School



ARJ Employee Guide **2021-2022**

Mr. Charlie Tudor, Ed. S.
Principal

Mrs. Angela Key, Ed. S.
Assistant Principal

Mr. Travis Wiggins, M. Ed.
Assistant Principal

1324 Laney Walker Blvd.
Augusta, Ga., 30901

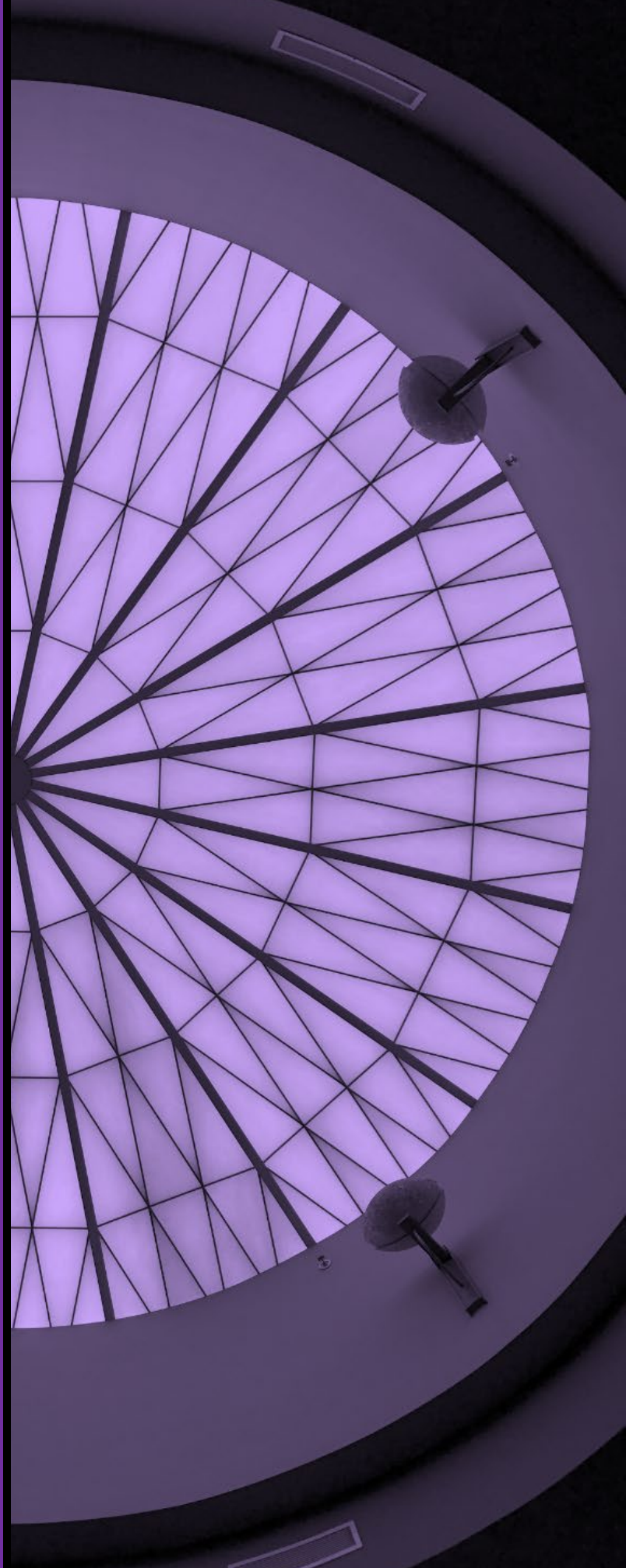




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& Message from the Principal

Our Vision

Education through Innovation

Our Mission

A.R. Johnson Health Science and Engineering Magnet School will foster a STEM culture that creates globally competitive 21st Century citizens that are college and career ready.

A. R. Johnson Alma Mater

We are the hopes of tomorrow.

We are the dreams of today.

We are the students of Johnson.

We are leaders of the way.

Along life's road we'll travel,

First together and then alone,

But never shall we forget the days

When we started out as one.

Purple and White, Royal and Pure,

To you dear Johnson

We shall always be true.

We'll remember Johnson to the end,

The times we shared, the plans we made.

The laughter, the joy, and the tears

Our gain – our loss – our fears.

An institution of learning, an institution of care

An institution of love – that taught us all to share.

Purple and White, Royal and Pure,

To you dear Johnson

We shall always be true.

Administrative Team / General Areas of Responsibilities 2021-2022

Principal Charlie Tudor, III

- Budget & Finance
- Cognia
- Clinical Experiences & internships
- PTSA
- Athletic Booster
- Code of Ethics
- Staff Concerns
- All clubs and organizations
- Media Center
- Custodial Staff
- Nutrition Staff
- Staff Evaluations (TKES & LKES)
- School Operations

Assistant Principal Angela Key

- Homebound Services
- MTSS/RTI/SIP
- SPED/504
- Advanced Placement Coord.
- Professional Learning
- Collaborative Planning
- School Communications
- Lesson Plans
- CCRPI
- ESOL
- Master Scheduling
- Test Coordinator (AP)
- Teacher Evaluations
- Office 365 & Canvas
- Site Safety
- All others as assigned

Assistant Principal Travis Wiggins

- Textbooks
- Attendance/Tardies
- Teacher Evaluations
- Magnet Testing
- Student Discipline
- Lockers
- Duties Coordinator
- Test Coordinator (EOC, EOG)
- School Recognition
- Title 1 & Title IX Liaison
- Site Safety
- Child Find
- All others as assigned

Counselor Dr. Patrice Gude (Students A-J)

- Counseling / Student Support
- Registration / Withdrawals
- Scheduling
- Open House / Recruitment
- Honors Day Program
- Graduation Program
- Advisement (TAA)
- Sports Eligibility (Joint effort with Data Clerk)
- Crisis Intervention
- Bullying Mitigation
- Initial Bullying Investigation
- 6-12 Grade Monitoring (MTSS)
- Academic Conferences
- College Planning
- Magnet Contract Adherence: Academic Probation, Appendix B & C, Summer School, Dismissal
- Hospital Homebound Coord.
- GA Futures / YouScience
- Gifted Contact
- Duke TIP
- Voter Registration
- All others as assigned

Counselor Cartilla Young (Students K-Z)

- Counseling / Student Support
- Registration / Withdrawals
- Scheduling
- Open House / Recruitment
- Honors Day Program
- Graduation Program
- Advisement (TAA)
- Sports Eligibility (Joint effort with Data Clerk)
- Crisis Intervention
- Bullying Mitigation
- Initial Bullying Investigation
- 6-12 Grade Monitoring (MTSS)
- Academic Conferences
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- Hospital Homebound Coord.
- GA Futures / YouScience
- Duke TIP
- Voter Registration
- All others as assigned

Professional Relationships

Administrative-Staff Relationship

Teacher and staff members are responsible to the principal for carrying out the policies of the Richmond County Board of Education as they relate to the function of the school, classrooms, and immediate contact with students and parents. It is the responsibility of teachers/staff members to cooperate professionally with their colleagues and the leadership team.

Professional Organizations (PAGE, GAE, etc.)

All teachers and staff are encouraged to actively participate in general professional education organizations and organizations advocating for specialized areas of learning.

General Education Organizations include:

- PAGE
- GAE
- NAE

Specialized Educational Organizations include:

- Georgia Art Education Association (GAEA)
- Georgia Association of Mathematics Teacher Educators (GAMTE)

All certified employees are encouraged to join a professional organization that provides legal representation and litigation insurance.

Non-Discrimination Policy

The Richmond County School System does not discriminate in employment or services on the basis of age, race, color, national origin, gender, disability or religion. Inquires can be direct to:

**Dr. Kenneth Bradshaw, Superintendent
Richmond County School System
864 Broad Street
Augusta, Georgia 30901
Telephone: (706) 826-1000**

Please follow the procedures below when reporting and settling discrimination grievances:

1. Complaints should be made in writing and delivered to the school principal.
2. The principal shall investigate and report results of the investigation in a timely manner.
3. The decision of the principal may be appealed to the regional director of the Equal Employment Opportunity Commission, 75 Piedmont Avenue, NE, Tenth Floor, Citizens Trust Bank Building, Atlanta, GA 30335.

Richmond County School System Title IX Notice and Complaint Procedures

Non-Discrimination/ Sexual Harassment

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

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

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

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

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

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

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

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

**System Title IX Coordinator
Dr. Aronica Gloster
Department of Student
Services 864 Broad Street
Augusta, GA 30901
(706)826-1000 x 5501**

glostar@boe.richmond.k12.ga.us

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.

School Operations

Absence of the Principal

In the absence of Mr. Tudor, the assistant principals will assume the principal's responsibilities. In the absence of the assistant principals, the school counselors will assume responsibilities for the school.

Absence of the Teacher

If you will be absent for any reason, you must notify **AESOP**, the district's substitute request system. In addition to placing your absence in AESOP, you are expected to text Mr. Tudor & Mrs. Wells (bookkeeper).

When working with AESOP, please verify that a job number has been assigned. If a job number has been assigned prior to 7:15 am on the date of absence, please text Mrs. Wells and inform her of your absence.

Please remember that it is very difficult to find substitutes at the last minute and on Mondays and Fridays. Student learning is negatively impacted in several ways when teachers are absent repeatedly or for extended periods of time. **All employees are expected to report to school on time each day.**

Mr. Tudor's phone number - (706) 834-2809

Mrs. Well's phone number – (762) 215-5729

Certificates of Absence

1. When planning to be absent, please sign your Certificate of Absence prior to the absence. When absent unexpectedly, please sign your Certificate of Absence when you return.
2. Personal leave needs to be based on pre-approval.
3. Absences before/after holidays or special school days must also have Central Office approval. If this is not followed, you may forfeit your pay.
4. If you are absent for any reason other than sick or personal, please submit documentation with the Certificate of Absence.
5. When completing the Certificate of Absence, please check the appropriate reason for being absent. This information can be found in Business Plus.
6. Employees are required to keep up with personal leave and sick leave.

Personal Appointments & Leaving Campus During the School Day

Teachers should not make personal appointments that require leaving school early or missing faculty meetings. All early dismissals will be monitored by the bookkeeper to determine the length of absence. Time taken will be deducted from sick leave or personal leave. Each staff member will have three opportunities to run "emergency type" errands during planning periods (1 hour or less).

After the third incident, time will be deducted from sick or personal leave. Appointments at the Central Office or leaving to fulfill Central office needs will not be deducted from leave time.

When running errands or leaving campus for brief periods, please do the following:

- Make a request to “run an errand of less than one class period” to Mr. Tudor, or an assistant principal for approval.
- Report your departure to Mrs. Reeves
- Clock out of the attendance system when leaving.
- Clock back in to the attendance system when returning.
- Report your return to Mrs. Reeves
- Teachers should arrange for classes to be covered when they must leave campus for any reason prior to the end of the school day. These arrangements must be shared with administration and Mrs. Reeves. Coverage will be arranged by administration in the event of an emergency.

Accident Reports

Student Accidents

In the event of a student emergency, illness, or accident, employees are expected to use their best judgement and seek assistance. **Only CPR certified personnel may administer first aid.** Automatic defibrillators (AEDs) are located in the front lobby of the school near the guidance office and in the concessions area at the rear of the gym. If an accident or emergency is severe and life-threatening, call 911 and then notify administration as soon as possible.

Do not diagnosis or provide medicine of any kind – not even aspirin or topical ointment. In the event of a minor illness or accident, please notify the front office so that an adult can assist the student.

Student accident reports must be completed by the supervising teacher or adult immediately following an accident during school hours or extra-curricular activities. Completed forms must be turned in to Mrs. Reeves, our front office secretary. The nurse or administration will contact parents as needed.

For more information on emergency events and scenarios, please see our school site safety manual.

Worker's Compensation

Any employee who is hurt or injured on the job, must file a Worker's Compensation injury report with 24 hours of the injury. All employee accidents, no matter how slight, must be reported to administration with appropriate paperwork. In the event of a workplace injury, please see the bookkeeper or front office secretary for a list of authorized doctors and pharmacies.

Medication

If a student is on prescribed medicine, a copy of dosing and directions must be on file in the nurse's clinic. All medicine must be kept in a secured cabinet in the nurse's clinic. Student's must sign in and consume all medication in the front office or clinic.

Technology Assistance and Troubleshooting

Our school media specialist, Mrs. Grove, is the technology and media coordinator and has the primary responsibility for service, repairs and/or replacements of textbooks, media, computers, and other technology equipment.

All service contracts/agreements, etc. shall be housed with the media specialist. In addition, all requests for service, repairs, etc. shall be referred to the media specialist. All movies and films used as resources for instruction must be approved by the media specialist. Teachers are cautioned against allowing students to use, operate, or handle school equipment not intended for student use---damage to equipment will be the responsibility of the teacher. Teachers wishing to take any school equipment off campus must see the media specialist for approval. Items lost or stolen during off-campus use are the responsibility of the borrower.

Phones & Digital Devices (FACULTY AND STAFF)

Mobile devices may be used for emergency purposes or for official school business. Personal devices must remain silenced at all times during the school day. Please do not leave your class unattended to make parent calls during the class period. Contact parents during your planning period or before/after school. Please model appropriate digital citizenship behavior with students and colleagues.

Bookkeeping Procedures

Purchasing/Ordering--Supplies, Equipment or Services for classroom, clubs, Prom, etc:

- a. Any money spent **MUST BE PRE-APPROVED BY THE PRINCIPAL**. If a receipt is brought to the bookkeeper and a pre-approved form does not accompany it, **YOU MAY NOT BE REIMBURSED**. Please do not make any purchases **UNLESS** a payment authorization form has been approved by the principal.
- b. If there is a need for you to order supplies of any type, we ask that you get principal approval and use stores in **ESCHOOL MALL** if possible (please see bookkeeper about all ordering). If the items total \$500 or more (before tax and shipping), you must get three quotes before submitting the request. You will need to order from the company that offers the products at the most economical price. Please submit all requisition forms to Mrs. Wells—quotes must be attached (if over \$500). After your package arrives, office workers will verify the package and alert you to its arrival.

- c. ALL INVOICES AND PACKING SLIPS MUST BE TURNED IN TO THE BOOKKEEPER.
- d. Blank checks will not be issued.
- e. ESCHOOL MALL has thousands of stores. Please see the bookkeeper for help with shopping in ESCHOOL MALL stores.
- f. If a check is made out to a company prior to purchase, a purchase order or other official document from the company providing the exact purchase amount must be presented to the bookkeeper.
- g. Items not approved for purchase by the principal MAY NOT BE PAID FOR WITH SCHOOL FUNDS. Persons making such purchases will be held responsible for payment.
- h. Gift Cards cannot be purchased with school funds.

Cash Receipts Form, Checks, Receipt Books...:

- a. All money collected must be listed on the Cash Receipt Form. You must include the date received, name, check whether cash or check/money order, amount received, and balance due. Copies of the Cash Receipt Form and a completed Deposit Form must be given to the bookkeeper when funds are presented for deposit. Never leave money in desk drawers, on top of desks, or on the bookkeeper's desk. **ALL MONEY COLLECTED SHOULD BE DEPOSITED WITH THE BOOKKEEPER DAILY.** In the event the bookkeeper is absent, all money must be given to the principal.
- b. If checks are accepted for payment from students or any other source, please include the student's name (and telephone number if not pre-printed on the check) and the club account number at the bottom of the check.
- c. Receipt books are available from the bookkeeper upon request. If a teacher makes an error on the receipt, he/she is to void the receipt and write a new receipt. All voided receipts should have a white and yellow copy attached to the pink copy in the receipt book. NOTE: Try not to have VOIDS!
- d. Teachers are accountable for their receipt books.
- e. Teachers leaving prior to the end of the school year, must turn in receipt books to the bookkeeper.
- f. At the end of the year, all teacher receipt books must be turned in to the bookkeeper. Teachers will be held accountable for any lost receipt books. It

becomes the teacher's responsibility to make a written response to Central Office personnel in the event he/she does not turn in a receipt book.

School Fundraising

All fundraising must be approved in advance by the principal. The bookkeeper cannot accept money from clubs, activities or sponsors without a Fundraising Financial Report signed by the principal. Please follow the following guidelines for fund-raisers:

- a. **See the bookkeeper to obtain the appropriate fundraiser request form.** The bookkeeper will help you complete the request form. The request must be approved by the principal. The bookkeeper will contact you once the fundraiser has been approved.
- b. **Once the fundraiser has run its course, you must report profits or losses to the bookkeeper via the form.**
- c. Use a Cash Receipt Form when collecting money from students for fundraising.
- d. Make sure you get a RCSS receipt book from the bookkeeper when turning in money.
- e. Fundraiser proceeds should be turned in daily. Do not keep money until the end of the fundraising event.
- f. **Do not sign a contract with any company unless you get approval from the principal.**
- g. Once given permission to sign a contract, make sure you have a successful fundraiser. The school will not be accountable for any contracts signed by teachers.
- h. Remember, you must get ALL fundraisers approved regardless of how long you have been sponsoring a fundraiser.
- i. **A club or organization of the school cannot hold raffles.**
- j. No two clubs or organizations will conduct fundraising activities where they are selling the same item(s) during the same time period. **You must sign up in advance with the bookkeeper for your fundraising activity.**

Teacher & Staff Certification

Meeting requirements for certification is the responsibility of the employee. This includes gathering of information, completion of requirements, and providing the school with a copy of the current certificate.

Classroom Management Suggestions for a Successful Year

- Set your standards early. Good classroom control is established during the first day, in fact during the first minutes of school.
- Find out as much as possible about the students by talking with the parents, counselor, etc.
- Only refer the student to the administration after you have intervened by conferencing with the student, assigned detention, called the parent/guardian and met with the parent, and referring the student to their counselor. Use the Behavior Incident function in Infinite Campus when referring a student to the office. State actions (with dates and details) you have taken with the student in an effort to correct the problem.
- **Do not send the students in the hall or “out of class” to get rid of them. They must be under supervision at all times.**
- Teach an engaging lesson. Involve students. Teachers who constantly lecture may encourage students to become or remain off-task. When students are busy, interested and engaged, they will rarely cause serious problems.
- Be friendly and nice, but demand respect.
- Emphasize the positive. Provide each child with some sort of success experience.
- Make your disciplinary actions quick, consistent, and constructive.
- Do not assign group punishments.
- Do not humiliate students nor use sarcasm.
- **Do not use school grades as a threat. Discipline can never affect grades.**
- Keep a simple record of incidents committed by recurrent offenders.

Hallway & Transition Time Supervision

At the beginning of the school day, during class changes, and immediately after school, teachers are to station themselves in the hall near the entrance of the room in order to supervise the conduct of students in the halls as well as in the classroom. Students' cell phones and ear buds should not be seen, utilized, or heard in the halls during class change. **Planning periods are the only time during the day when teachers are free from the direct supervision of students.**

Conferences

Parents are encouraged to call the Guidance Secretary for appointments with teachers any time they feel a conference is needed. The Guidance Secretary will arrange for

such conferences during the 3:35pm – 4:00pm teacher preparation time or during planning periods.

Written notice of conferences will be given in a timely manner—please check email daily. Please Note: Records of conference schedules are kept on file for office verification and state reports.

Teachers are reminded to confine their discussion to the parent's child only. Teachers are required to attend all scheduled conferences. If there is a conflict of time, the teacher or teachers who are unavailable are to contact the parent and set another date—we ask that you also alert the Guidance Office of a change.

NO PARENT CONFERENCES should be held during class time. If a parent comes to your door unannounced, please politely ask him/her to report to the office to set a conference time.

Copy Machines

Copy machines are available for teachers' use in the teacher workrooms and the media. **Students are not allowed to use these machines.** Equipment in the school offices is to be operated by the office staff ONLY. When making copies on either the Risograph or other copy machines, please keep the following in mind:

- School copiers are not to be used for personal needs.
- For more than 30 copies of one page, use the Risograph.
- For less than 30 copies of one page, use the copying machine.
- Please use the copiers wisely as this money comes out of the instructional budget

Culminating the school day

Teachers should ensure that all of the following have been done before leaving school at the end of each day:

- All lights/computers/promethean boards should be turned off.
- All cabinets should be locked.
- All paper should be picked-up by students.
- Students' desks should be in order.
- The teacher's desk should be neatly arranged.
- Current lesson plans should be uploaded to Office365 each Monday by 8am.
- Teacher Canvas courses should be updated each Monday by 4:00pm.

Custodial Service

It is our aim to have a well-kept building at all times. Request for repairs and janitorial services, other than routine, must be made through the principal. A good custodian is

one of the strongest links in good school organization. We are proud that ARJ has received the cleanest high school award for the past several years.

Professional Learning Communities (PLCs)

PLCs are to be held weekly. These meetings should be held in the classroom of the Grade Level/Department Chair during common planning time or after school. The Grade Level/Department Chair shall preside over the meeting and will submit the minutes (to the group's Office365 Notebook) of the meeting to the Assistant principal for Instruction within three days of the meeting. The minutes will describe topics discussed, decisions made, and persons present. **TEACHERS ARE REQUIRED TO ATTEND.** Teachers who teach two different subjects will balance time between Department Meetings-keep in close contact with both Department Chairpersons.

Faculty & Staff Dress Code

The Board of Education recognizes that teachers and other professional educators are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect students and parents. Teachers and staff are expected to dress in a professional and appropriate manner that will be most conducive to the educational environment. Employees shall be clean, neat, well-groomed and dressed in an appropriate manner for their individual work assignments.

- The minimum dress and grooming standard for employees shall meet or exceed the standard required for students in the RCSS Uniform Code of Student Conduct. Employees are expected to be familiar with student dress code, to enforce it and to meet or exceed its standard in their professional dress and grooming.
- The following items are considered appropriate attire:
 - **Men**
 - Shoes with socks
 - Ties
 - Slacks (no shorts)
 - Short/long sleeve collared shirts
 - Sports Jackets / Suits
 - Polo style/ Golf Shirts
 - **Women**
 - Shirts / blouses tucked in when appropriate (no spaghetti straps/ revealing garments)
 - Skirts/dresses (must pass the "tips of your fingers" test)
 - Slacks/Capri pants (no shorts, leggings and/or tight-fitting garments)
 - Suits
 - Denim dresses / skirts

- No flip-flops/shower shoes

Female staff may not display visible body piercings (other than earrings). Male staff members may not display any body piercings (including earrings). This policy applies to after-school and/or extra-curricular A.R. Johnson activities as well.

If any staff member reports to work in inappropriate work attire, he/she may be asked by the principal (or designee) to return home and change clothes. If necessary, the principal will report such violations to the Assistant Superintendent.

General Teaching Responsibilities & Procedures

All teachers are responsible for the proper safety and conduct of all students and the general operation of the school. Teachers are, thus, to correct unwanted situations immediately. All teachers are expected to execute their various duties conscientiously and consistently.

- Stand at your door at the change of classes and move students from around your area.
- Write passes regardless of where the student is going. State where the child is going. Include: date, time, student name, destination and your signature.
- Report to all duties on time.
- Teach the entire period until the end of the school year. Student cell phone usage should be for instructional purposes only (which should be noted in lesson plans).
- Instructional fieldtrips should be reflected in your lesson plans with prior approval.
- Turn students in for cutting class or excessively tardy.
- Plan all personal business after school hours.
- Do not leave your classroom unless it is an emergency. You are accountable for your students. Administration cannot and will not support teachers who violate policy.
- Do not leave school without prior approval from the principal.
- Attendance at school by employees/teachers has a direct relationship to student's achievement. Everyone is expected to be at work each day.
- When the tardy bell rings, teachers should be in their classrooms.
- Teachers must remain in their assigned area unless approved by the administration. Exceptions: Media center, computer lab. Lesson plans should reflect this change. Please notify the office when a change in location occurs.

Duties

Supervision duty assignments will be made at the beginning of each new school year. Extra duties are assigned to teachers as the need arises. Each teacher, unless excused for a significant reason, will be expected to fulfill these duties. A schedule will be distributed indicating the duty and days each teacher will serve. Please take your duty

responsibilities seriously. While on duty you should provide supervision of all students in the designated area. **Be at duty stations on time.**

Student Discipline

Teachers are authorized to assign discipline to correct minor behavior problems. Contact administration immediately in the event of a major behavior problem that jeopardizes the health and safety of students. Teachers should set reasonable expectations for the students and then be fair and consistent in working with all children.

DO NOT send a student out of the classroom to stand in the hall. Please post your class rules and consequences. Please communicate with parents and utilize detention when necessary.

Detention is held Monday – Thursday from 3:30 pm to 4:15 pm in room 509.

Faculty Workrooms / Lounges

Faculty workrooms are provided for teacher convenience. You are urged to visit them during regular scheduled planning periods and free breaks only. Your cooperation is needed if they are to be kept clean and attractive. You are expected to remove bottles and food from the refrigerators at the end of the day.

Please remember FERPA (student confidentiality) when having school related discussions in the faculty lounge.

STUDENTS ARE NOT ALLOWED IN THE FACULTY WORKROOMS AT ANY TIME.

Faculty Meetings

Regular faculty meetings will be held at 3:40 p.m. on the 4th Thursday of each month. **All teachers are required to be present unless excused by the principal.** Only the principal may excuse teachers from attending the meetings. Special faculty meetings will be called as the need arises.

Site Safety Overview

PLEASE REVIEW THE SITE SAFETY MANUAL IN OUR OFFICE 365 NOTEBOOK.

Fire Drill Regulations

In compliance with state law, one fire drill must be held each month at which time all pupils and teachers shall exit in an orderly manner by means of designated routes and exits. All teachers shall instruct students as to the exits to be used.

All teachers shall instruct students concerning proper behavior in case of fire. This includes the following: WALK, don't run; QUIET, no talking; keep calm; DON'T CROWD. The greatest care shall be exercised during fire drills in order to prevent accidents.

The teacher whose room is first to an exit shall appoint students to open the exit doors and see that they remain open until all students are out of the building. They will close the doors and rejoin their group when clear.

The first pupil out of the room should be the leader whose sole duty is to lead the group through the proper exit and to the designated place of safety. The teacher should remain in the classroom until all students have left, then turn out lights, close the door and follow his/her class.

Upon joining the class outside, the teacher should check the roll and attendance and should immediately be reported in the **Navigate Prepared** platform. Administration will stand at the back of the building.

All students, faculty, and staff are to remain at least one hundred feet away from the building. When the "re-enter" signal is given, the students are to return to their classroom in a quiet, orderly manner. Please see our site safety manual.

Tornado Safety Drill

Tornado safety drills are required, and the requirements are much different from a fire drill. The following will take place during a tornado warning:

- **Signal:** A verbal announcement by school administration or office staff
- **Meaning:** A tornado has been sighted and you must go to the designated areas.

Classroom Keys

Each teacher will be given keys to his/her classroom, desk, files, cabinets, etc. You are not to duplicate any school keys. Keys are to be turned in at the end of the school year. **DO NOT GIVE SCHOOL KEYS TO STUDENTS.**

Building Repairs

Please report all needed repairs to your classroom or other areas of the building. PLEASE NOTE: In case of emergency such as broken windows/locks, running water, broken toilets, etc. notify the OFFICE immediately. All repair requests should be reported to the Front Office Secretary ASAP.

Food & Smoking

Food and beverages should be consumed in the CAFETERIA AND/OR A FACULTY LOUNGE AREA ONLY.

Employees are prohibited from using or displaying tobacco products, including smokeless tobacco, while the employee is on duty at the assigned location during the normal school day or while on duty at any school function, including extra-curricular activities.

Graduation

All teachers are required to participate in the graduation ceremony. Teachers will wear a black robe and a hood. Please notify the principal if you do not have either of these items.

Homeroom/TAA Teacher Duties

Homeroom teachers serve their assigned grade level as sponsors. They should form relationships with their assigned homeroom students. We will attend Homeroom/TAA frequently, following our 2021-2022 Teachers As Advisors (TAA) Plan. Throughout the year, homeroom teachers will meet with grade level student leadership to establish an events calendar and manage the grade level budget. Homeroom teachers are expected to work collaboratively to assist and supervise students with all spirit week activities, fundraisers, fieldtrips, community service projects, and milestone grade level events.

Lesson Plans

All teachers are required to develop lesson plans for all courses taught. The course units developed in Canvas by each teacher will be reviewed and documented as lesson planning evidence.

- Teachers are required to use Canvas and follow the RCK12 curriculum (as applicable). Differentiation, intervention, and recovery will be used to ensure that students master the content and standards.
- Remember that the state of Georgia Department of Education expects “Fully Operational” teaching (see below):
- Make appropriate use of differentiation, including adjusting content, process, product, and learning environment based upon diagnosis of students’ readiness levels, learning styles, and interests and personal goals.
- All students benefit from instructors’ use of flexible grouping practices based upon effective and on-going diagnosis and formative assessment. Groups are formed and then dissolved in a flexible and proactive manner based upon students’ changing readiness levels, interests, and learning styles in relationship to RCK12 and other learning goals.
- All students benefit from required and timely, as well as, systematic and data-driven interventions that address learning weaknesses and support them to accelerate learning where appropriate.
- All teachers use a variety of formative assessment tasks and tools to monitor student progress over the course of units and to adjust instruction to maximize student achievement relative to the RCK12 curriculum. All teachers use formative

assessment to provide effective and timely feedback to all students throughout the course of instructional units.

- All instruction is aligned to RCK12 curriculum and is continually adjusted to meet student needs based on recent, relevant formative data, including ongoing collaborative data analysis and review of student work products and performances.
- The teacher systematically plans for student differences by monitoring student progress to allow for ongoing differentiation. Instruction and the learning environment are adjusted to maximize the performance and engagement of students based on diagnostic data.

Emergency Lesson Plans/Substitute Packet

Each teacher is requested to post in CANVAS, a completed substitute packet by the end of the second week of each semester. The packet should contain emergency lesson plans for a minimum of THREE days. These plans should be adequate enough so that a substitute may implement them without difficulty. Do not plan activities for “outside of the building” or in the media center unless the media specialist has been involved in the planning. The substitute packet should be updated as necessary during each semester.

The completed packet should include the following:

Lesson plans for at least three days

- Class Rosters
- Daily Schedule
- Hall Passes
- Duties
- Seating Charts
- Safety Drill Procedures

Library / Media Center

An “open schedule” model is used during the regular school day. Teachers shall work with the Media Specialist in scheduling class visits; however, individual students and small group visits are not scheduled. Teachers are required to accompany classes to the Media Center and passes are required for individual or small group visits (students are admitted to the Media Center before and after school without a pass). Teacher-Media Specialist conferences are designed to give the Media Specialist (a) information regarding the purpose of your visit, and (b) an overview of services needed to support the mission. In addition, it gives the Media Specialist an opportunity to make, suggests, and/or share information about various resources.

All federal, state and school owned audio-visual (AV) equipment and materials should be cataloged through the Media Center. In addition, a complete inventory of AV equipment and materials shall be maintained in the Media Center. The Media Specialist

shall responsible for maintaining a current list of all AV equipment and media including the location thereof.

Requests to order/preview films, disc, and other software shall be referred to the media specialist.

Official School Correspondence

All materials that a teacher intends to use must be typed, not handwritten. Only use ARJ approved clip art (refer to our Office365 Notebook). Do not use clip art from the internet or other sources. All letters of correspondence must be submitted to the principal before distribution. Teachers should respond to all emails and parent notes within 24 hours.

Planning Period

Teachers are to be provided in their schedules a planning period equivalent to one class period. This period is to be utilized by the teacher at his/her discretion for completion of teaching duties/tasks. Professional learning small groups may be scheduled during this time as well.

Professional Ethics

Professional behavior is required at all times. Please always remember to be respectful to students, parents, and colleagues. Please remember to apply all expectations of the Georgia Professional Standards Commission daily. See the following website:
<http://www.gapsc.com/Rules/Current/Ethics/505-6-.01.pdf>

Progress Reports & Report Cards

Report cards and progress reports keep parents informed of the progress of students. In addition, teachers are encouraged to establish good HOME- SCHOOL RELATIONSHIPS. Teachers are required to keep grades current in Infinite Campus on a weekly basis.

Student Accounting

The school is legally and morally responsible for a student from the time he/she enters the school bus or grounds until the time he/she leaves the school bus or grounds. Therefore, it is imperative that we know where a student is at all times and that he/she is where he/she is supposed to be at all times.

PUPIL ATTENDANCE

Every teacher shall keep a daily attendance report. Students enrolled in your class and in our school are either present or absent and shall be marked accordingly Classroom teachers shall refer to guidance any student who has been absent three (3) consecutive days without a legal excuse and those who have accumulated six (6) absences. Teachers should complete period attendance each day.

Records

All student records are strictly CONFIDENTIAL. STUDENT RECORDS MAY BE DISCUSSED WITH THE STUDENT AND HIS/HER PARENT OR GUARDIAN ONLY.

Section 504

Section 504 of the Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of Section 504 is to prohibit discrimination and to assure that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities.

For more information regarding Section 504, or if you have questions or need additional assistance, please contact the Richmond County School System's Section 504 Coordinator:

Dr. Ed Sanderson
Director of Student Services and System Section 504 Coordinator
sanded@boe.richmond.k12.ga.us

Solicitations, Gifts, Etc.

Solicitation and selling and/or collecting from school personnel by unauthorized vendors/salespersons is forbidden. Teachers can never receive gifts related to student grades.

Supervision of Students

Teachers are required to supervise all students who are in their care during the school day and after school hours. If you work with students after school, you will need to remain with the students until each child has been picked up. This is for student safety purposes.

Teaching Areas

An attractive, orderly, educationally inspiring teaching area will stimulate a similar response from students. Teachers are expected to keep their classrooms organized and clean at all times.

Tests & Assignments

Each teacher should give ample tests and other graded assignments during a nine-week period so that the nine-weeks grade will accurately reflect what the student has learned. Extra credit should be content-related. Test times should be such that they challenge the student to think, not guess for an answer. All tests are to be noted in your lesson plans. **Refer to our grades discussion regarding 3-6-9.**

Tutoring

Teachers shall be available to tutor students between the hours of 3:35 p.m. and 4:00 p.m. on school days. Each teacher will submit a tutoring schedule to administration. Teachers will list the days they are available for tutoring on their webpage. Teachers must keep a log of who attends tutoring sessions. Teachers must remain on campus (in the presence of the students) until all students are picked up. Teachers will be allowed to tutor students for a fee as long as those students being tutored are not assigned to that teacher's class or classes. Teachers should not charge a fee for tutoring students during the eight-hour workday.

Valuable Items

Teachers are never to leave valuable items or money in their desks or rooms.

Visitors

Visitors are welcomed in our school. However, they must register in the main office, be approved by an administrator in writing, and not interrupt or interfere with the normal school operations. Visitors will be provided a pass by the office. Visitors without a pass should be directed to the office and reported if they do not comply. Teachers are not to have guests at school without principal approval.

Code of Ethics

Please visit the following website to learn more about expected Georgia Educator Ethics:

<http://www.gapsc.com/Ethics/Home.aspx>

The screenshot shows the Georgia Professional Standards Commission (GaPSC) website. At the top left is the GaPSC logo with the text "Georgia Professional Standards Commission" and "Protecting Georgia's Higher Standard of Learning". To the right of the logo is a navigation menu with items: HOME, CERTIFICATION, EDUCATOR ASSESSMENT, EDUCATOR PREPARATION, ETHICS, COMMISSION, and TEACH GEORGIA. Further right are social media icons for Facebook, Twitter, and LinkedIn, followed by a search bar labeled "Search This Site" and a "Login/Register to MyPSC" link. Below the navigation menu are four yellow buttons: "Current Georgia Educators" (with subtext "CHECK OUT YOUR CERTIFICATION AND MORE »"), "Prospective Educators" (with subtext "HOW TO BECOME A GEORGIA EDUCATOR »"), "Educators Moving to Georgia" (with subtext "RECIPROCITY AND GEORGIA CERTIFICATION »"), and "Preparation Reform" (with subtext "GEORGIA EDUCATOR PREPARATION REFORM »").

The main content area is titled "Ethics" and has a sub-header "Maintaining a safe learning environment for all students". It contains three paragraphs of text. The first paragraph states that a safe learning environment is a top priority for everyone in Georgia. The second paragraph describes the Ethics Division's team and their role in setting and enforcing standards. The third paragraph discusses the division's authority to enforce guidelines. A sidebar on the left lists various ethics-related topics with red arrows pointing to the right.

At the bottom of the page, there is a footer with icons for "Feedback", "Print", and "SHARE", along with a small address bar showing "r/CurrentEducator.aspx".

ETHICS

- » Code of Ethics
- » Disciplinary Actions
- » Moral Turpitude
- » The Hearing Process
- » Professional Ethics/Background Check
- » Test Your Educator Ethics
- » Complaint Form and Instructions
- » Rules
- » Resources
- » Contact
- » FAQs

Ethics

Maintaining a safe learning environment for all students

A safe learning environment for all students is a top priority for everyone in Georgia. A critical factor in establishing and maintaining that safe environment is appropriate and professional educator conduct.

The Ethics Division has a highly qualified team of investigators, many whom have law enforcement experience, as well as legal and support staff. Through the operations of the Ethics Division, the GaPSC safeguards that environment by setting, communicating, and enforcing clear standards for how educators are expected to conduct themselves with students, with one another, and within the broader community. The standards are set forth in the educator Code of Ethics, which are communicated throughout school systems and are accessible to the public via the agency website.

The division has the authority to enforce the guidelines by fully investigating valid complaints of improper conduct, including inappropriate relationships; mishandling public funds; violating state and federal laws and rules; and other unprofessional actions. In addition, the Ethics Division investigates all applicants for certification that have a criminal history to ensure that the applicant presents no threat to Georgia's children. When appropriate, the GaPSC may impose disciplinary sanctions ranging from warnings to certificate suspensions or revocations.

Educators who have placed students at serious risk are removed from the profession through the denial or revocation of their professional educator certificates. While even a single case of educator misconduct is unacceptable, it is important to keep in mind that the number of educators putting students in harm's way is a small percentage of the more than 135,000 professional educators employed in Georgia public schools.