

# **A. R. JOHNSON HEALTH SCIENCE AND ENGINEERING MAGNET SCHOOL**

**1324 Laney –Walker Boulevard  
Augusta, Georgia 30901  
(706) 823-6933**

## **Faculty and Staff Handbook 2018-2019**



**Mr. Charlie Tudor, III, Ed. S.**  
Principal

**Mrs. Angela Key, Ed. S.**  
Assistant Principal

**Mr. Travis Wiggins, M. Ed.**  
Assistant Principal

Mission: Building a world-class school system through education, collaboration and innovation.

Vision: The Richmond County School System will create a world-class, globally competitive school system where all students will graduate and are college/career ready.



## **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.**

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## **PROFESSIONAL RELATIONSHIPS**

### **ADMINISTRATIVE-TEACHER RELATIONSHIP**

Each teacher is responsible to the principal for carrying out the policies of the Board of Education as they relate to the function of the school, to classrooms, and immediate contact with the students and parent. It is the responsibility of the teacher to cooperate professionally with his/her fellow workers and with the administration. *A teacher must never discuss a pupil, parent, or co-worker in the community except in complimentary terms.*

### **PROFESSIONAL ORGANIZATIONS**

All teachers are encouraged to become members of general professional educational organizations and of organizations in their particular areas.

### **NONDISCRIMINATION POLICY**

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

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

The following procedure is to be used in reporting and settling grievances:

1. Complaints are to be forwarded, in writing, to the principal. A complete description of the complaint is required.
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.

**ADMINISTRATIVE TEAM  
GENERAL AREAS OF RESPONSIBILITIES  
2018-2019**

**Mr. Tudor:**

1. Budget and Fundraisers
2. AdvancEd
3. Clinical Experiences/Internships/CTSOs
4. STEM
5. Student Council and School Council
6. Advisory Boards
7. Code of Ethics/ Staff Concerns
8. All Clubs and Organizations
9. Handbooks
10. Media Center
11. Custodial
12. Staff Evaluation (TKES/LKES)
13. Site Safety
14. Entire School Operations

**Ms. Key:**

1. Instruction/Department Chairs
2. AP Coordinator
3. Fieldtrips
4. Response to Intervention (RTI)/504
5. Professional Learning & Programming
6. Communications: Remind 101, weekly calls
7. Lesson Plans/Rubicon
8. CCRPI & Gov Honors
9. Childfind, SPED, ESOL
10. Master Schedule
11. Testing Coordinator (EOC & AP)
12. Teacher Evaluation
13. Cafeteria Staff
14. Site Safety
15. All others as assigned

**Mr. Wiggins**

1. Textbooks
2. Attendance/Tardies
4. Teacher Evaluation
5. Public Relations
6. Discipline
7. Coordinator: Duties (before/after school, lunch, etc), after school detention, lockers
8. Testing Coordinator (EOG & EOPA)
9. School Recognition
10. Detention Liaison
11. Coordinator: Title I, Transportation
12. Coordinator: Lockers
13. Webmaster, Office 365, iReady
14. Site Safety
15. All others as assigned

**School Counselors:      **Mrs. Renee Byrd (High School)**  
**Dr. Patrice Gude (Middle School)****

1. Counseling
2. Student Support and Recognition
3. Academic Conferences, Classroom/Small Group Guidance
4. Registration, Withdrawals and Scheduling
5. Open House (Recruitment and BOY)
6. Promotion and Graduation Requirements
7. Honors/Graduation Programs
8. Advisement (TAA)
9. Sports Eligibility (Joint with Data Clerk)
10. Crisis Intervention, Bullying
11. Grade Monitoring Grades 6-12
12. College Planning/Preparedness Program (ACT, SAT, PSAT)
13. Magnet Contract Adherences: Academics
14. Hospital Homebound Coordination
15. Initial Bullying Investigation
16. Others as assigned

## OPERATION OF SCHOOL

**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, Mrs. Byrd and Dr. Gude will lead.

**ABSENCE OF THE TEACHER** – If you will be absent for any reason, you must notify the Substitute Calling System (AESOP) before 5 a.m. so that arrangements can be made for a substitute. You are expected to text Mr. Tudor at (706) 834-2809, **and** text Mrs. Wells (762) 215-5729. When working with AESOP, please check to see if a job number has been assigned. If a job number has not been assigned prior to 7:15 a.m. on the day that you are going to be out, please call the Mrs. Wells and inform her of your absence. Reminder--It is difficult to get last minute subs on Mondays and Fridays. Remember, students are negatively impacted in several ways by a teacher’s absence. Absences will be monitored monthly. **We are all expected to be at school each day.**

### **ACCIDENT REPORTS –**

- **STUDENT ACCIDENTS**-In the event of an emergency, illness or accident, CPR certified personnel may administer first aid **ONLY**. Do not make a diagnosis or give any medication of any kind – not even aspirin. If a student is on prescribed medicine, a copy of the directions for giving the medicine should be on file in the front office. The medicine must be kept in a secured cabinet in the clinic. Students must sign in and consume all medication in the front office or clinic area. **Accident reports must be completed for any student who has been injured at school** (or during an extra-curricular event) **immediately following the accident**. Accident Reports are to be completed by the staff member responsible for supervision of the student. Please turn completed forms in to the Front Office Secretary.
  
- **WORKER’S COMPENSATION** – **Under Workers Compensation any employee who is hurt or injured on the job must file a report of injury within 24 hours of injury**. All accidents to employees, no matter how slight, must be reported to the office and the appropriate paperwork completed. See the front office secretary or bookkeeper for a list of authorized doctors and pharmacies to use.

**APPOINTMENTS (PERSONAL TASKS OFF CAMPUS)** - Teachers should not make personal appointments that will require leaving school early or missing faculty meetings. All early dismissals will be monitored by the bookkeeper to determine the amount of time taken. Time taken will be deducted from sick leave or personal leave. Each staff member will have three opportunities to “run emergency type” errands at 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 needs at the Central office will not be included. If you need to run an errand, please do the following:

1. Make a request to “run an errand of less than one class period” to Mr. Tudor, or an assistant principal for approval
2. Report your departure to Mrs. Reeves
3. Clock out of the system
4. Clock back in to the system
5. Report your return to Mrs. Reeves



The teacher should arrange for classes to be covered when he/she 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 extreme emergency cases.

**AUDIO VISUAL SERVICES AND REPAIRS** - The Media Specialist is the audio-visual coordinator and has the primary responsibility for service, repairs and/or replacements. 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 audio-visual materials (mainly film) to be 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---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.

**MOBILE DEVICES (FACULTY AND STAFF)** - Mobile devices may be used for emergency purposes or for official school business. Mobile 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.**

### **BOOKKEEPING PROCEDURES**

#### 1. **Purchasing/Ordering--Supplies, Equipment or Services for classroom, clubs, Prom, etc:**

- a. Any money spent **MUST BE PRE-APPROVED** by the **PRINCIPAL ONLY**. 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 purchase UNLESS you have been given written approval 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 some other official document from the company giving the exact amount needed 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.

#### 2. **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. Each teacher is accountable for his/her receipt book.
  - e. If a teacher leaves prior to the end of the school year, he/she must turn in the receipt book 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.
3. **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:
- **See the bookkeeper to obtain the appropriate form to request a fundraiser. 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. Once the fundraiser has run its course, you must report profits or losses to the bookkeeper via the form.**
  - Use a Cash Receipt Form when collecting money from students for fundraising.
  - Make sure you get a RCSS receipt book from the bookkeeper when turning in money.
  - **Money from fundraisers should be turned in daily.** Do not keep money until the end of the project.
  - **Do not sign a contract** with any company unless you get approval from the principal. 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.
  - Remember, you must get ALL fundraisers approved regardless of how long you have been sponsoring a fundraiser.
  - A club or organization of the school **cannot hold raffles.**
  - 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.**

### **CERTIFICATES OF ABSENCE**

1. When planning to be absent, please **sign your Certificate of Absence prior to the absence.** When absent unexpectedly, please sign the 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.

**CERTIFICATION** - Meeting requirements for certification is the responsibility of the teacher. This includes gathering of information, completing of requirements, and providing the school with a copy of the current certificate.

### **CLASSROOM MANAGEMENT SUGGESTIONS FOR TEACHERS**

1. Set your standards early. Good classroom control is established during the first day, in fact during the first minutes of school.
2. Find out as much as possible about the students by talking with the parents, counselor, etc.
3. 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 guidance. Use the Behavior Incident function in Infinite Campus when referred a student to the office. State actions (with dates and details) you have taken with the student in an effort to correct the problem.
4. **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.**
5. 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.
6. Be friendly and nice, but demand respect.
7. Emphasize the positive. Provide each child with some sort of success experience.
8. Make your disciplinary actions quick, consistent, and constructive.
9. Do not assign group punishments.
10. Do not humiliate students nor use sarcasm.
11. **Do not use school grades as a threat. Discipline can never affect grades.**
12. Keep a simple record of incidents committed by recurrent offenders.

**CONDUCT IN HALLS** - 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. **The teacher’s planning period is the only time during the day when he/she is free from the direct supervision of students.**

**CONFERENCES** – Parents are encouraged to call the Guidance Office for appointments with teachers any time they feel a conference is needed. The Guidance Office will arrange for such conferences during the 3:15p – 3:45p 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 CONFERENCES WITH PARENTS** should be held during class time. If a parent comes to your door unannounced, please politely ask him/her to report to guidance to set a conference time.

**COPY MACHINES** – Copy machines are available for teachers’ use in the teacher workrooms. **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:

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

## **CULMINATING THE SCHOOL DAY**

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

- a. All lights should be turned off.
- b. All cabinets should be locked.
- c. All paper should be picked-up by students.
- d. Students' desks should be in order.
- e. The teacher's desk should be neatly arranged.
- f. Current lesson plans should be uploaded to Office365 each Monday by 8am.
- g. Teacher webpages should be updated each Monday by 3:45pm.

**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 received the cleanest high school award for the past several years.

**DEPARTMENTAL/COLLABORATIVE MEETINGS** – **Departmental/collaborative meetings are to be held weekly.** These meetings should be held in the classroom of the Department Chair during common planning time or after school. The 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.

**DISCIPLINE** – Each teacher should take care of individual discipline problems with the understanding that inability to do so will weaken his/her position of leadership and control in the classroom. However, he/she should not hesitate to call for an administrator about unusual or extreme situations. 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.**

**DRESS CODE (FOR FACULTY & STAFF)** - 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.

1. 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.
2. 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

3. 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.

**DUTIES** – Hall, lunch, and additional 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.**

**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 3:20 p.m. on the 4<sup>th</sup> 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.

**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 to the assistant principal who will stand at the back of the building or the AP who will stand at the back door. 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.

**FOOD AND 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.

### **GENERAL TEACHING RESPONSIBILITIES AND 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.

1. Stand at your door at the change of classes and move students from around your area.
2. Write passes regardless of where the student is going. State where the child is to be going. Include: date, time, student name, destination and your signature.
3. **Report to all duties on time.**
4. Teach the entire period until the end of the school year.
5. Instructional fieldtrips should be reflected in your lesson plans with prior approval.
6. Turn students in for cuts.
7. Plan all personal business after school hours.
8. **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.**
9. Do not leave school without prior approval from the principal.
10. Attendance at school by employees/teachers has a direct relationship to student's achievement. Everyone is expected to be at work each day.
11. When the tardy bell rings, teachers should be in their classrooms.
12. 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.

**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 TEACHER DUTIES**- Homeroom teachers serve their assigned grade level as sponsors. They should form relationships with their assigned homeroom students. We will attend homeroom monthly, following our 2018/2019 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.

**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.**

### **LESSON PLANS**

*Weekly Plans:* All teachers are required to write weekly lesson plans. Lesson plans must be submitted to Office 365 each Monday by 8am..

- Teachers are required to use and follow the RCK12/CCGPS and/or GPS (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 /GPS (or updated to be CCGPS) 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 /RCK12/GPS (and/or CCGPS). 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/GPS (or CCGPS) 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.
3. **Emergency Lesson Plans/Substitute Packet:** Each teacher is requested to turn in to Mrs. Key, 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:

- a. Lesson plans for at least three days
- b. Class Rosters
- c. Daily Schedule
- d. Hall Passes
- e. Duties
- f. Seating Charts
- g. Safety Drill Procedures

**LIBRARY/MEDIA CENTER** - The Media Center is open fifteen minutes before the start of the school day for students and one hour after. 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 be 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.

**MEDICATION** - Students may bring their own medication to school. **Medication must be marked clearly with their names and kept in the main office.** Students who need to leave medication at school must have their parents complete and return an authorization form. No medication will be administered without proper documentation. **We must have a formal medication form (signed by a physician) on record for all prescription medication.**

**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 AND 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.**

**PUPIL 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 the daily attendance report by 3:20pm each day.

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

**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.

**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](mailto:sanded@boe.richmond.k12.ga.us)

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

**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** – 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.

**TORNADO SAFETY RULES** - 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.

**What to do:** Students must exit the classroom and line up along the interior walls. Upon specific directions, all will assume the protective posture of facing the interior wall, crouching on elbows and knees and placing hands (or a book) over the back of the head. Stay in this position until you hear an announcement of “all clear”.

**TUTORING** - Teachers shall be available to tutor students between the hours of 3:15 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.

# Georgia Professional Standards (GaPSC) 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 website. At the top, there is a navigation bar with the logo and the text "Georgia Professional Standards Commission Protecting Georgia's Higher Standard of Learning". To the right of the logo is a "Login/Register to MyPSC" link and social media icons for Facebook, Twitter, and LinkedIn. Below the navigation bar is a search bar and a menu with links: HOME • CERTIFICATION • EDUCATOR ASSESSMENT • EDUCATOR PREPARATION • ETHICS • COMMISSION • TEACH GEORGIA. Below the menu are four yellow buttons: "Current Georgia Educators CHECK OUT YOUR CERTIFICATION AND MORE »", "Prospective Educators HOW TO BECOME A GEORGIA EDUCATOR »", "Educators Moving to Georgia RECIPROCIITY AND GEORGIA CERTIFICATION »", and "Preparation Reform GEORGIA EDUCATOR PREPARATION REFORM »". Below the buttons is a "Home » Ethics" link. The main content area has a red header "ETHICS" and a list of links: » 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, and » FAQs. The "Code of Ethics" link is selected. The main content area has a red header "Ethics" and a sub-header "Maintaining a safe learning environment for all students". Below the sub-header is a paragraph: "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." Below this is another paragraph: "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." Below this is a third paragraph: "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." Below this is a final paragraph: "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." At the bottom of the screenshot is a footer with "Feedback", "Print", "SHARE", and "CurrentEducator.aspx".

