

# Diamond Lakes Elementary School

Our Gems are A Cut Above the Rest



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## **Diamond Lakes Staff Handbook 2019-2020**

### **Mission Statement**

We will provide a safe, standards-based learning environment that ensures a growth mindset so all students reach their learning potential.

### **Vision Statement**

Diamond Lakes Elementary School is to provide an academic foundation that will allow all students to be productive citizens.

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

### **Belief Statements**

We believe:

1. All decisions are made in the best interest of students.
2. All students will be taught to be responsible for their choices.
3. We are to never give up on a child.
4. All children deserve a healthy and orderly learning environment.
5. Parents deserve an open and caring system of communication.

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## ABSENCE FROM SCHOOL

Any teacher who is unable to attend school either from sickness or other cause **MUST** notify Mrs. Pinckney a minimum of 90 minutes before the school opening hour.

- If it is necessary for you to miss school, you are required to input the absence in “Frontline” before 6:00 a.m. the day you are absent. Also, **all** staff members are required to notify your grade/team chair before 7:00 a.m. **Substitutes need careful, detailed plans entered into Frontline system. Please let them know what you want done and what is expected of them.** Any time you will miss 2+ hours, you must put that info in Aesop before 6:00 a.m.
- Personal leave: email both administrators at least a minimum of 5 days in advance requesting permission to take personal leave, submit the appropriate form (**page 20**) at least 72 hours prior to requested absence. Approval for requests for personal leave is at the principal’s discretion. You **MUST** receive permission from administration before taking approved personal leave. **Requests for personal leave prior to or after a student holiday, or during pre- or post- planning must be submitted in writing (signed letter stating reason for request) to the principal who will forward the request to the HR for approval. This requires a minimum of 10 days advance notice.**
- **Any sick leave before /after a holiday (even part of a day) requires a doctor’s excuse.**
- Substitute requests must be entered online
- Early in/Early out requests will be approved/denied on an individual basis by the principal. Leave time is charged in 1 hour increments (1/4, 1/2, 3/4, 1 day).

## ACCIDENT REPORTING

All student and staff accidents involving injury or possible injury must be reported in writing. When reporting an accident, be specific and report facts only. Accident forms are in the office. Complete the form the day of the accident. **Do not mention any student names** in the accident report except the name of the injured student. **See page 24**

## ADMISSION/REGISTRATION

All records should be checked to make sure the information is correct and emergency phone numbers and those allowed to pick up the child are listed in Infinite Campus. The **School Zone Locator** located on the Richmond County Board of Education web site at <http://www.richmond.k12.ga.us/transportation/addressinput.asp> can be consulted to check any zone discrepancy. **Any exceptions to this for any reason will have to be made by the Superintendent or the Deputy Superintendent.**

The following items are necessary for registration:

1. Certified Birth certificate (original copy with seal)
2. Immunization Certificate
3. Certificate of Eye, Ear, and Dental Exam
4. Social Security Card
5. Proof of grade placement (report card/withdrawal papers)
6. Proof of residence within Diamond Lakes School zone such as current lease and utility bills (water, electric, gas only) in parent/guardian name with service address listed.



Georgia law requires that children must be five years old on or before September 1 to enroll in kindergarten and six years old on or before September 1 to enroll in first grade in the public schools. A child who has lived in another state for at least two years before moving to Georgia and who was legally enrolled in a public kindergarten or first grade in that state may enroll in a Georgia public school kindergarten or first grade, provided the child will be five for kindergarten and six for first grade by December 31. To qualify for Pre-K, children must be four (4) years old by September 1.

### **Student Withdrawal**

A parent or guardian is to notify the office staff at least 24 hours in advance of the withdrawal date. Office staff will initiate the withdrawal process by issuing the teacher a copy of the withdrawal report. The teacher should complete the report and return the entire form (all copies) to the office no later than 2:00 on the date of withdrawal. Be certain the cafeteria manager and media specialist have cleared the student before submitting the form. If the student receives special education services, the report should indicate so.

You are to complete the student's cumulative record within 24 hours of the withdrawal. Update the address and reason for withdrawal in black ink. Record the scholastic records in pencil. See the Ms. Woods for specific details concerning the cumulative record.

### **APPLIANCES**

**RCSS does not allow most electrical appliances to be housed in classrooms or offices.** You may not have microwaves, refrigerators, or heaters, in the classroom. Fans and lamps with energy efficient bulbs (the cork screw type) are allowed. No food or drinks (except water) are to be consumed or visible in classrooms.

### **ARRIVAL/DISMISSAL**

Teachers should allow students to enter the classroom at 7:55 a.m. If a teacher is late or on duty, another staff member will supervise her class until her arrival. Students are tardy if they enter the room after 8:15 a.m. **During morning entry and dismissal, please be at your door to supervise bus students and walkers.** Parents are not to pick up students from the classroom. **Teachers do not leave for the afternoon until all assigned students have been picked up by car, van, or bus.**

### **ATTENDANCE**

Students are to bring a written excuse for absences the day they return. Tardy students are to come by the office before entering class. Anyone leaving early should bring a note and have their parents sign them out. Caution students that they are not to leave the school grounds without permission during the day.

### **ELECTRONICS AND CELL PHONES**

Cell phones should only be used during school hours in the event of an emergency.

- **Teachers should not be sending or receiving calls or text messages during instructional time.**
- Student cell phones, iPads, tablets, etc. are to be used only for instructional purposes. Teachers are to monitor the use of technology and confiscate items being misused.

### **BOOK/TEXTBOOK RECORD**



During post-planning, each teacher shall account for books in the manner prescribed. It is critical that we hold end of year report cards until all lost and damaged book fines are collected.

## **BULLYING**

“Bullying” is defined as:

- ◆ Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so;
- ◆ Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm;
- ◆ Any intentional written, verbal or physical act which a reasonable person would perceive as being intended to threaten, harass, or intimidate that:
  - Causes another person substantial physical harm or visible bodily harm;
  - Has the effect of substantially interfering with a student’s education;
  - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - Has the effect of substantially disrupting the orderly operation of the school.

Remember to avoid calling any behavior “bullying.” There is a legal definition for bullying, and the accusation takes the incident to the proverbial next level. A thorough investigation by administration is required to determine that behavior is actually “bullying”.

The teacher’s responsibility is to report the behavior (just the facts) to administration. The teacher is also to report any incident in which a student is physically injured on the proper form.

## **CAFETERIA**

The Diamond Lakes Lunch Room serves lunch at no charge for all students. Extra milk can be purchased. **Cokes or other drinks in bottles or cans are not permitted in the lunchroom. Food brought in must be removed from brand label packaging before going into the lunchroom.** This is a federal law that applies to all children and adults eating in the school lunchroom. Students bringing their lunch may purchase milk.

A \$20.00 charge will be made for each check returned. Checks will not be accepted after a returned check. (This pertains to all school business.)

- During lunch, children may be allowed to talk quietly, but there should be no excessive noise. Encourage good table manners and do what you can to keep the lunchroom clean.
- All tables and floor area around the table should be clean before your class leaves the lunchroom.

## **CALENDAR**

Prior planning is vital to the successful and efficient operation of the school. Having everyone on the “same page” allows for better communication and a more organized working environment. In order for this goal to be achieved, all school events, functions, and activities must be communicated to the front office in a timely manner in order for the information to be



disseminated to the entire staff. **If you have any events to include on our monthly calendar, please notify Mrs. James the month before you want it published.**

**A monthly calendar will be distributed via email to all staff members on a regular basis. It is important that you read, print, and follow this calendar.** Should you notice a conflict or error, please immediately share that with the principal. It is expected that you will attend to any task or meeting noted on this calendar unless excused by the principal.

### **CALL LOGS**

Maintain a record of calls to/contacts with parents in Infinite Campus. Homeroom teachers are to call home each time a child is absent after the 2<sup>nd</sup> absence (NOT consecutive). Those attendance calls should be reflected on your call log in IC.

### **CERTIFICATION**

It is the teachers' responsibility to acquire and maintain a valid Georgia teaching certificate.

- Everyone (certified and classified) should provide a copy of their current certificate to the office. Please check with Mrs. Smiley for details.

### **CLASS PARTIES**

There will be a Winter Party and End of Year Party for each class the last hour of the school day. Those are the only 2 parties approved by RCSS. PBS Diamond Dollar celebrations and other school-wide activities are not considered class parties. Birthday parties are not permitted.

**Parents may bring cupcakes to lunch for a child, but no other celebrations are not permitted.**

### **CLASS SCHEDULE**

Each teacher is to post **CORRECT INSTRUCTIONAL SCHEDULE** in the hallway outside his/her door a class schedule on the school template. The schedule is to show instructional time from 8:15-3:00, with the exception of lunch, recess, and specials. The schedule should not include restroom or water breaks, travel time, etc. Teachers should follow the posted schedule at all times unless an exception has been approved by the principal. See **page 25**.

### **CLASSROOM APPEARANCE**

Teachers are expected to keep classrooms neat and tidy. Rooms should be attractive and should proudly display student work and other instructional items. Bulletin boards should be current and reflect the standards being taught. Each teacher is expected to have current student work displayed (in the room and hallway) with the standard and commentary/rubric to match the task.

Daily reminders:

- Keep window in door and the door itself uncovered
- Be certain door and windows are locked at the end of each day
- Have students pick up anything from the floor each afternoon

**Use the monthly Custodial Checklist to report needed improvements in room cleanliness.**

### **CLIPBOARDS**

**All teachers are expected to have a clipboard with current student contact information with the class of students at all times.** The clipboard goes with the class to lunch, PE, music, recess, etc.





Students should never carry or study the information on the clipboard. This is confidential student contact information for adult eyes only.

## COMMITTEES

It is necessary for the school to have some committees and assignments in order to function properly. Volunteers will be requested for certain assignments. Please select committees that match your strengths and personal interests. We all need to share the work of the committees, so volunteer when you can.

## CONFERENCES

Teachers should plan to meet regularly with parents during their planning time or before/after school. Additionally, RCSS offers a fall and spring early release day to hold conferences with parents. **Many parents look to you as the expert!** If you are struggling with a student and need suggestions/support consider starting the RTI process. Anticipate that parents are also trying all they know to try and look to you for suggestions. **If you are out of suggestions, it is time to bring the concern to the RTI committee for further review.**

## DISCIPLINE

The ultimate goal of any school rule or procedure is to achieve student self-discipline. Students are expected to behave in a way that allows them and their classmates to benefit from instructional time. Each teacher has the responsibility to manage his or her own students. **Referrals to the office should only be made when other forms of intervention have been attempted or the offense is so serious it warrants immediate attention. Students should not be sent to sit in the office.** Another “time out” location should be prearranged.

## DUTIES AND RESPONSIBILITIES

- (1) Supervise students at all times.
- (2) Keep accurate attendance information.
- (3) Permanent records should be accurate and completed in **black ink**. Requests for permanent records should be honored immediately. You should secure a record for every child in your class as soon as possible. **Read the information contained in the record immediately.**
- (4) Punctuality is vital. **Please be on time for everything.**
- (5) Maintain good communication with parents of your students.
- (6) Maintain good lesson plans at least a week in advance.

## EMPLOYEE DRESS

Teachers are expected to be well groomed and to look professional at all times. Exceptions will be made for special circumstances (field day, outdoor/messy field trips, etc). For general guidelines, the following are unacceptable:

- Short skirts
- Shorts of any length
- T-shirts (other than school T-shirts on spirit days)
- Revealing tops
- Denim pants (jeans)- especially with rips



- Sweat suits
- Leggings
- Skorts
- Flip flops
- Tennis shoes

## **EVALUATIONS**

Diamond Lakes' teachers are evaluated using TKES. You will receive feedback using the 10 Standards described in the TKES portal. Teachers are responsible for developing a Professional Growth Plan and maintaining documents to support growth and progress. It is imperative that you attend all Professional Learning opportunities offered for support with TKES expectations.

## **FACULTY MEETINGS**

Faculty should reserve each Wednesday afternoons for meetings. All certified staff are expected to be present and on time unless excused by the principal. Any requests to be absent from a faculty meeting should be made to the principal at least one day prior to the meeting. Additional meetings may be scheduled as necessary.

## **FIELD TRIPS**

Field trips must be approved **30 days prior to the event** to allow the lunchroom enough time to prepare for special meals. See the bookkeeper for the **proper forms** and **prepare paperwork early enough to allow for the 30 days.** The school bookkeeper can tell you how much the bus will cost so that you can properly charge students for each trip. All field trips must be instructionally based and directly tied to appropriate grade level standards. Prior instruction and follow-up activities should be included on the field trip request form. If you have students who take medication during the school day, remember to plan accordingly so the child does not miss that prescribed dose.

You must have a cut-off day for permission slips and money. **It is not reasonable to be collecting either the day of the trip.** You must collect enough money to cover the cost of the bus and the event you are attending or you will need to cancel the trip. Remember, that you must take every child who submits a signed permission slip, even if they do not pay. You cannot withhold a field trip as a consequence for misbehavior. Factor that in when you are deciding how much to charge each student. If you collect more than the trip actually costs, you are allowed to use that money later in the year (end of year party, Honor's Day, etc) as long as it is spent on the same class.

Only the students in the class or grade level for whom the trip is planned may attend the field trip. For instance, chaperones cannot take additional children, siblings of students attending may not attend, an attending teacher's child may not attend, etc.

## **FIRE DRILLS**

The Georgia State Fire Code requires fire drills be performed monthly. Teachers should post conspicuously a copy of the fire drill route for the classroom and clearly explain it to the students. In the event of a fire alarm, all students will proceed in an orderly fashion to the designated exit. Upon exiting the building, students will be directed by their teachers or administrators to a safe area in the front or side parking lot. Teachers will take roll and report



attendance to designated personnel. Fire drill procedures and blank forms should be left in your emergency sub plans.

## **GRADE CHAIR/GRADE LEVEL MEETINGS**

Designated chairpersons will be assigned to each grade level to coordinate activities and curriculum concerns. Grade level meetings will be held weekly with minutes and sign-in sheets in a binder maintained by the grade chair. Chairpersons will meet with the principal monthly to discuss and share information that is to be shared with each staff member

## **GRADES**

**All grades are to be entered online into Infinite Campus with 48 hours of collecting an assignment.** Each teacher is responsible for maintaining an accurate, up-to-date record of grades. Accompanying grades will be dates and a brief description of each activity which precipitated the grade. Though you will not grade each assignment, you should assess everything that is assigned. Assigning grades is one of the most difficult challenges a teacher faces. Keep the following in mind as you determine how to accurately report on student progress:

- A grade is to reflect a student's progress toward mastery of the standard.
- Students in grades K-3 will be graded according to the district's standards based report card guidelines. Students in grades 4 and 5 will use the RCSS Grading Scale described below.
- Behavior/conduct should not be included in any way in a student's academic grade.
- A student should never receive a zero for misbehaving or cheating on an assignment.
- A zero should not be assigned or accepted for a missing assignment. The expectation is that all assignments are completed.
- There must be sufficient grades upon which to determine a nine-week grade. Two grades per week is a reasonable guide.
- It is not accurate to average grades of vastly different assignments (i.e. a 10 question quiz and a 30 question quiz). Carefully consider how you enter grades and weights.
- All grades should be analyzed for validity. If many students do poorly, it is appropriate to disregard that grade, determine the problem, and reteach/retest.
- **Final grades should be entered in Infinite Campus following timelines sent by central office.**

### **RCSS Grading Scale for Grades 4-5:**

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

## **HALLWAYS**

When walking through the halls, keep your class in a single compact line and away from the walls. Students must not run and talk in the halls. The teacher should be near the line and **able to see all students.** Begin immediately to let your class know that you will not tolerate noise, confusion, and misbehavior.



Remember that adults set the tone, so we must be quiet in the hallways, too.

## HOMework POSITION STATEMENT

*What are the purposes of homework?*

Homework should offer **follow-up practice activities with explicit directions given.**

Homework reinforces, enriches, and expands the student's understanding of concepts taught in the course.

For teachers, homework offers assistance in identifying individual and class needs and helps the teacher to determine needed lesson plan adjustments.

**Homework should not be used as punishment for discipline problems or as "busywork" to be done simply because an authority figure (teacher) has the power to assign.** Assignments that are not necessary tend to build within some students resentment for the subject(s) as well as for the teacher. Homework should serve a real purpose in a subject or subjects, or it should not be assigned.

<u>Grade</u>	<u>Daily Minutes Per Child</u>
	(Total Amount Assigned by All Teachers if Departmentalized)
K-3	15-40
4-6	30-60

*Who is accountable for homework?*

Students should be accountable for homework in three ways. It should be done on time. It should be neatly and completely done in the manner assigned by the teacher. It should be made up if the student is absent.

Teachers should be accountable for homework assigned. Homework (other than reading or math fluency practice) will be collected (or checked) on time, assessed in some manner, and returned promptly.

*How should homework be graded?*

At the elementary and middle school levels, the following guidelines will be used in grading homework:

a. Routine homework will not be assigned a letter grade or numerical grade. Teachers will develop a system for weighing routine homework **such as** assigning at the beginning of the nine weeks 100 points to each student. For each assignment not completed, 5 points are deducted. The grade at the end of the nine weeks may count as one test grade.

b. Students may be allowed to check or recheck his/her own homework as it is being discussed and make necessary corrections so that it may be used as a study reference when appropriate.



c. Book reports, special assignments, and other detailed or more involved projects will be graded by the teacher. The teacher will allow a few students to report to the class so those students can learn from each other. The grade will reflect the extent of the assignment.

**In summary- the grade communicates how close the student's performance is to the stated academic standard.**

All awards are based on information for the first 3 grading periods of the school year.

**Awards given for all grades, including K**

- Citizenship (2 per class)
- iReady Growth
- Most Improved
- Perfect Attendance (0 absences, fewer than 10 tardies)- **excused and unexcused are counted**

**Awards given for grades 4-5**

- A/B Honor Roll- every class grade on the report card is an A or a B, excludes conduct grades
- A Honor Roll- every class grade on the report cards is an A, excludes conduct grades
- A Average- all grades (except conduct) AVERAGE to a 90 or better. This is an overall average, not a subject average
- Distinguished Scholars- every grade on the report card is an A, including conduct
- Highest average in the grade level- after finding the highest average in each homeroom on the grade level, select the one student with the highest GPA for the grade level

**Optional Awards (use the certificate that allows the teacher to "write in" the award reason)**

Jump Rope for Heart	Spelling Bee Participant
PE	Morning Show
Music	Science Fair
Student Council	School Safety
Orchestra	Peer Mediators
Math Team	Track Team

**HOSPITAL/HOMEBOUND**

We have several students who have medical conditions that require them to miss multiple days of school. Please see the counselor for paperwork that is required for these students to receive hospital/homebound services.

**LESSON PLANS**

Every teacher is expected to have current lesson plans on the Diamond Lakes template available at all times. Lesson plans should be visible (in folders) for visitors completing classroom observations. The weekly plan should include small group and whole group instruction daily, with evidence of assessments. Each teacher is responsible for writing his/her own plans and having them available at the start of the week.

**LOCK DOWN PROCEDURES**



Detailed information about our lock down procedures can be found in our School Site Safety Manual. It is important that you read the manual, learn your responsibility in an emergency, and teach the proper procedures to your students.

***If you hear we are moving into a lockdown:***

- Quickly check the hallway to see if there are students you need to move into your room.
- Turn off all lights and sounds.
- Move students to corners or locations less visible from the door and windows.
- Keep everyone out of sight and quiet. Do not answer the door.

### **MAIL/E-MAIL**

Be sure to check you mail box several times during the day, as things are added that may need your attention. **Do not send a student to get your mail.** Also, please check your e-mail twice a day but not during instructional time. **Please do NOT email any information or questions to anyone that requires attention or a response during the school day.**

### **MONTHLY REPORTS**

RCSS requires a variety of monthly and quarterly reports. Much of the information comes directly from the classroom teacher. Monthly monitoring through common assessments, benchmark results, grade reports, etc. are included in that data. Teachers are expected to be accurate, thorough, and punctual in the submission of such reports.

### **OFFICE DISCIPLINE REFERRALS**

Diamond Lakes has a school wide discipline plan. The plan is to be shared with parents and explained to students. Should it become necessary to refer a child to the office for discipline, notes from the plan should be submitted with the discipline referral. Extreme offenses will not require the steps of the plan for interventions.

### **OUTSIDE DUTY**

**Teachers monitoring classes must be walking around and observing student behavior. All teachers and paraprofessionals are to go to recess with their classes unless you are keeping a student or students inside with you. Students are not denied recess as a punishment. Teachers should not be sitting together and talking during recess- supervision is critical!**

### **PARENT-TEACHER ORGANIZATION**

**All staff members are expected to join the Diamond Lakes Sunshine Club.** You are also to attend “Parent Nights” at school or off campus. If you need to be excused from a scheduled activity, please see Mrs. Pinckney.

### **PARENT VOLUNTEERS**

We encourage parents to volunteer at the school. Due to laws regarding confidentiality of and access to records, **volunteers can not be used to grade papers, record grades, fill in report cards,** etc. However, there are many tasks they can take on to lighten the classroom load. Please share the RCSS Volunteer Training Dates with parents regularly.

Being a trained volunteer takes time (GCIC report, Mandated Reporter assessment, etc). If you want parents to attend a field trip, please let them know they should attend a training at least a



month in advance of the trip.

### **PERMANENT RECORDS**

A homeroom teacher is responsible for creating/maintaining a permanent record for each student in the homeroom. The cards should be legible and neat, completed in **black ink** (except “part year” grades for a withdrawal).

Every student in your room should have an up-to-date permanent record within 2 weeks of being assigned to your class. Please work with the data entry specialist and counselor if you have a student transfer into your room and you are unable to locate the permanent record.

### **PROMOTION/RETENTION DECISIONS**

If a student is in danger of failing, parent conferences must be held as soon as possible. **This needs to be noted on the report jacket each grading period. Each teacher should keep a log of conferences on an Appendix C (see pages 38-39).** You will meet with the parent and principal in May to make final promotion/retention decisions. You are never to tell a parent or child that the student will be retained. That is a decision only the principal can make and, if made, will be conveyed to the parent at the May meeting.

### **PROFESSIONAL LEARNING**

All certified staff members should participate in on-going professional learning. This includes collaborative planning, PL offered through our school district, research, web based learning, and seeking outside PL opportunities. We have limited funds and are sometimes not able to “pay for” PL. However, there are many opportunities for professional learning that do not cost money.

We expect our students to seek understanding and to continue to want to learn. It is critical that we model this behavior and become better educators. When we know better, we do better.....and some of us share☺ Please consider organizing PL opportunities for your colleagues when you have knowledge we should all have.

### **RTI**

**Struggling students should be participating in intervention, both for behavior and academics.** If a student in intervention continues to struggle and you are unable to determine the probable cause, please notify the hold a Tier 2 RTI meeting with your grade level. Implement interventions and maintain documentation of progress. IF you find the Tier 2 intervention is not sufficient, notify Admin/Mrs. James to request a Tier 3 meeting. You will be given a date and time for the meeting. **You should then notify the parent of the scheduled meeting (see page 28) and call a day before the meeting as a reminder. Data you should bring to each meeting:**

- a. Grade book or record of progress
- b. Work samples to support academic concerns (not officially analyzed)
- c. Discipline and attendance records
- d. Tier 2 data (behavior charts, etc)
- e. **Referral pages (see pages 38-40)**
- f. DIBELS and iReady reports

If it is determined by the RTI team that a child should be tested, a collection of current data is required. **See page 29 for the form for data collection. Analyzed work samples will also be necessary. See pages 30-36 for the Work Sample Analysis Forms.**



## RESTROOMS-4<sup>th</sup> and 5<sup>th</sup> grades

Establish a restroom time that avoids conflicts. Avoid solo trips when possible and select a reliable, responsible student as your restroom monitor. If your class is using a hallway restroom, you are to supervise from just outside the restrooms so the monitors may report anything amiss to you. **Only 4<sup>th</sup> and 5<sup>th</sup> grade students are to use the bathrooms in the hallways.**

## REPORT OF CHILD ABUSE

Georgia Law requires that all persons who suspect child abuse/neglect to report it to the proper authority, which is the Department of Family and Children Services.

**As the law relates to school institutions, it requires the observer to report it directly or cause it to be reported.**

1. Notify the principal
2. **Complete the report form-two options (page 22) and give a copy to the principal.**  
The individual making the report needs to describe specifically the injuries seen. The severity of the injury is very important in setting the appropriate response time of DFACS and the local Law Enforcement Agency. **However, the severity does not change the requirements for the school district to immediately make such report.**
3. Either call (email) to report your suspicion or be present when the call is made by the principal, school counselor, or school social worker.

**Department of Family and Children Services (DFACS) (706-541-4777)**

In any incident where a teacher is not sure whether his or her observance is accurate or promotes reasonable cause to suspect child abuse/neglect, the individual should understand that it is the primary obligation of the individual to report the allegation, not to decide the validity of the allegation.

## SABOTAGE

We are often our own worst enemies. Choose your words carefully, even if you must pause before you speak. **It should not be about getting “blame” off of you and onto someone else.** It is about explaining the facts and helping others understand our purpose. If you do not know, it is incumbent upon you to ask. **It is your responsibility to know what is going on and why!** Do not use words that excite parents or students or intentionally incite fear or anger. Examples include but are far from limited to:

Your child was “jumped” today.

He punched him over and over.

I couldn’t even get to him he was hitting so fast.

Your child didn’t do anything wrong. The other kid just started punching him.

If your child isn’t going to try, then neither am I.

There’s nothing I can do with him when you don’t give him his medicine.

I can’t even teach when he’s in the room.

All he does is disrupt the class.

This wasn’t my idea. You’ll have to talk to .....

I don’t know what’s going on either. I don’t even know why we are doing this.

I have a lot of behavior problems in my room.

I have all the special ed kids this year.





Your child's not the only one. This kid messes with everybody.  
I keep writing him up but nothing happens.  
The whole class is just acting crazy lately.  
He just got what he deserved. Someone finally paid him back.  
Well.....your child hits people, too.

## **SAFETY MANUAL**

Georgia Law requires each school to develop and implement an emergency preparedness plan. The plan is an ongoing process of assessment and revision and updates are made periodically. Safety is everyone's responsibility so input from all staff into the development of the safety manual is encouraged. The site safety committee will address safety concerns in monthly meetings and collaborate on making Diamond Lakes Elementary the safest possible school environment for all staff and students.

## **SCHOOL FUNDS**

Teachers and other professional employees receiving school funds shall keep accurate records and turn in funds to the school bookkeeper. All disbursements of such funds must be by the school. Any selling in the school shall be confined to school projects. Remember that we cannot reimburse for taxes paid.

- All fundraisers must be approved by the principal before selling begins. See the bookkeeper for the proper pre-approval form.
- Please fill out appropriate forms when turning in money.
- Check requests must be made at least one day before needed and submitted on the *Check Request Form*.
- All money should be turned in before noon of the day you are turning it in. County policy requires all money to be deposited the same day it is turned in. Please fill out the *Cash Receipts Form* when turning in money. (see page 21)
- **Never keep money in your room when you are not there.**

## **SCHOOL SOCIAL WORK SERVICES**

This department strives to assist as many individual students as possible. Teachers should complete a referral form when deemed necessary. When in doubt – complete the referral (see page 23). Carolyn Johnson serves Diamond Lakes Elementary as our School Social Worker, along with a number of other schools. Blank referral forms can be found in the front office. It is important that the form is completed in its entirety, especially the section covering the efforts made up until this point. Ms. Johnson also responds to referrals sent via email. If you need help scanning and emailing a referral, see front office staff.

## **SETTING THE TONE**

### **Public Praise;** Private Discipline

Teachers should not lecture students in public places when other people can hear what is being said. Use a quick and respectful technique for immediate correction and save the longer discussion for a private meeting. Children do not hear lectures- think about Charlie Brown's teacher☺

When an administrator walks in the room, please do not use that time to publicly discuss a behavior problem. This is humiliating, and the child will usually make you pay later.



## **STUDENT CONFIDENTIALITY**

Confidentiality laws prohibit students being used to transport materials containing grades or other information about other students. It is a violation of a student's right to confidentiality to share with other students or parents of other children anything concerning that child. Parents often want to know what punishment was used when a problem occurs at school. You may only discuss the punishment handed to the parent/guardian's own child... **do not share any consequences for other children, even those involved in the same incident.**

## **SUPERVISION**

It is imperative that students be supervised at all times when they are in school. **Do not leave students unattended for any reason, including recess. Teachers should not leave children in the classroom unattended. Placing students in the hallway leaves them unsupervised and this is not an acceptable practice. Asking another teacher to supervise your class (and his/hers) should be a strategy in an extreme emergency.** Poor planning on your part should not negatively impact colleagues or students.

**During standardized testing- pick up your tests EARLY! Students are to enter the classrooms at 7:55 under the supervision of their homeroom teacher. You should not then need to leave the classroom.**

## **TELEPHONE CALLS**

School phones are to be used for business and emergency calls only. Teachers will only be called to the office in the case of an emergency. A message will be taken and placed in your mailbox in the event that parents wish to speak to you or you receive a personal phone call.

## **TELEVISION/MEDIA USE**

Only videos from the media center are preapproved for classroom use. **Other videos must be approved by the media committee before being shown to students.** Please see the media specialist for details on obtaining that approval. All videos used during instructional time must be directly tied to the current standards being taught. **Students should have a viewing guide and a focus for viewing/listening. Guided questions or something similar is a good start.**

## **TORNADO DRILLS**

In the event of a tornado, all students will, upon direction of the classroom teacher, exit the classroom to the hallways directly outside of the classroom. Upon entering the hallway, all students will line up along the wall, kneel down and place their head down with their hands covering their heads and remain in this position without talking until the all clear is given.

## **VENDING MACHINES**

Drink and snack machines are in the office area for adult use only. Children are not allowed to use those machines to purchase items for themselves or their teacher. Nor should adults purchase drinks or snacks from the machines for students. Doing so violates the RCSS/BOE policy concerning the use of the vending machines.

## **WORK DAY/SIGNING IN/OUT**

The minimum work day for teachers is eight hours.



- **Punctuality is important for staff members as well as students. Teachers are to be at their classroom doors greeting students by 7:45 a.m.** and may leave at 3:30 p.m.
- Teachers are required to sign in upon entering the building and sign out each day in the office.
- Any staff member who wishes to leave school early or arrive late to school for any reason must check with the principal and **fill out the appropriate request form.**

### **WORK ROOMS/TEACHER LOUNGES**

**Students are not allowed in the teacher work rooms.** You should not send them to make a phone call, get your lunch from the refrigerator, or pick up papers from the printer.

### **BELL SCHEDULE**

<b>7:50</b>	<b>Students enter and go to breakfast or class</b>
<b>8:15</b>	<b>Tardy bell- instruction begins</b>
<b>2:45</b>	<b>Afternoon announcements</b>
<b>2:50</b>	<b>Prepare for student dismissal</b>
<b>3:00</b>	<b>Begin dismissing all students</b>



# Diamond Lakes Leave Request

**Get this form from the bookkeeper and submit for approval BEFORE you take time off.**

## Diamond Lakes Elementary School

TO: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
FROM: \_\_\_\_\_  
RE: \_\_\_\_\_  
\_\_\_\_\_

Date(s) Requested \_\_\_\_\_  
**One Fourth Day (AM or PM)**  
Sick Leave \_\_\_\_\_  
Personal Leave \_\_\_\_\_  
Professional Leave \_\_\_\_\_  
**One Half Day (AM or PM)**  
Sick Leave \_\_\_\_\_  
Personal Leave \_\_\_\_\_  
Professional Leave \_\_\_\_\_  
**Whole Day**  
Sick Leave \_\_\_\_\_  
Personal Leave \_\_\_\_\_  
Professional Leave \_\_\_\_\_

SUBSTITUTE (IF KNOWN) \_\_\_\_\_  
\_\_\_\_ Approved \_\_\_\_\_ See Me \_\_\_\_\_  
\_\_\_\_ Disapproved \_\_\_\_\_ Signature \_\_\_\_\_

White Copy to Bookkeeper  
Yellow Copy to Staff Member  
Diamond Lakes #3 (New 10-06)





**PLEASE PRINT OR TYPE AND PRESS FIRMLY, YOU ARE MAKING THREE COPIES  
 RICHMOND COUNTY BOARD OF EDUCATION  
 SUSPECTED CHILD ABUSE REFERRAL FORM**

<p>The reporter is the RCBE employee who first has suspicion of child abuse.          Reporter immediately contacts DFACS by telephone according to RCBE policy. The REFERRAL DOCUMENTATION IS COMPLETED DURING THE INITIAL TELEPHONE CONTACT. Completing this form and routing it to appropriate parties is required but is <u>not</u> acceptable as the first report to DFACS. This form is not sent to DFACS.</p>	<p align="center"><b>REFERRAL DOCUMENTATION</b></p> <p>Reported to DFACS:          Time: _____ Date: _____          Name of DFAC Worker receiving report:          _____          _____          _____          _____</p> <p align="right">Signature of Reporter</p>
--	--

Name of Child \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_  
 Age or Birthdate \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_  
 Relationship to Head of Household \_\_\_\_\_  
 Mother's Name \_\_\_\_\_ RACE \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Mother's Employer \_\_\_\_\_  
 Location/Address \_\_\_\_\_ Phone# \_\_\_\_\_  
 Father's Name \_\_\_\_\_ RACE \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_  
 Father's Employer \_\_\_\_\_  
 Location/Address \_\_\_\_\_ Phone # \_\_\_\_\_

Other Children and Household Members:					
Name(s)	Age	Sex	School	Grade	Relationship to Child
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**Others who could substantiate the report:**  
 Principal \_\_\_\_\_ Teacher \_\_\_\_\_  
 Relative/Neighbor \_\_\_\_\_ Other \_\_\_\_\_

**DESCRIBE THE NATURE OF REPORT BELOW: (Attach additional sheet if necessary.)**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Reporter (Print or Type): \_\_\_\_\_ Date: \_\_\_\_\_ School: \_\_\_\_\_

**THE REPORTER MUST GIVE A PHOTO COPY OF THIS FORM TO THE PRINCIPAL**

White Copy: Reporter	Canary Copy: L.O. Fletcher, Attorney 429 Walker Street Augusta, GA 30901	Pink Copy: Public Safety Gold Copy: Superintendent PUBLIC SAFETY #63 (Revised 2/96)
----------------------	--	---



### REFERRAL TO SCHOOL SOCIAL WORK SERVICES

School \_\_\_\_\_

Date of Referral \_\_\_\_\_ Date Received \_\_\_\_\_

Name of Child \_\_\_\_\_ Birth Date \_\_\_\_\_ Sex \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_ (Home)

Parent or Guardian \_\_\_\_\_ Telephone: \_\_\_\_\_ (Business)  
Father Mother

Circle one or more problems: **Attendance Chronic Absenteeism Chronic Illness Academic Health**  
**Home Economic Family Tardy Zone Verification**  
**Suspected Child Abuse Behavior Emotional**

Total number of days absent since enrollment \_\_\_\_\_

Efforts Principal, Counselor, or Teacher have Made: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Teacher \_\_\_\_\_ Social Worker \_\_\_\_\_

White - School      Yellow - Teacher      Pink - Social Worker      Gold - Social Worker      Social Worker #8 (REV. 9-99)



# STUDENT ACCIDENT REPORT

**IN THE EVENT OF AN ACCIDENT RESULTING IN INJURY TO ANY PARTY, SUCH ACCIDENT OCCURRING ON BOARD OF EDUCATION PROPERTY, PLEASE COMPLETE THIS REPORT. FILE WHITE COPY WITH SCHOOL NURSE AND YELLOW COPY TO THE DIRECTOR OF MAINTENANCE WITHIN 3 WORKING DAYS.**

NAME OF INJURED PERSON \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

LOCATION OF ACCIDENT \_\_\_\_\_

TIME AND DATE OF ACCIDENT \_\_\_\_\_

NATURE OF INJURY \_\_\_\_\_

\_\_\_\_\_

DID INJURED PERSON RECEIVE MEDICAL TREATMENT? YES \_\_\_ NO \_\_\_

NAME OF DOCTOR \_\_\_\_\_

NAME OF HOSPITAL \_\_\_\_\_

NARRATIVE ACCOUNT OF HOW ACCIDENT HAPPENED \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

IF THERE WERE WITNESSES TO THE ACCIDENT, LIST NAMES BELOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DATE OF THIS REPORT \_\_\_\_\_

NAME OF SCHOOL OR DEPARTMENT \_\_\_\_\_

REPORTED BY \_\_\_\_\_

WHITE COPY - SCHOOL NURSE

YELLOW COPY - DIRECTOR OF MAINTENANCE

RCBE #1004 (REV 8-99)

**Do not put any student names on this form other than the child for whom it is written.**





## Data Team/RTI Process

- Data Team will review I-Ready data as soon as it is available to consider students for intervention groups.
- Academic Intervention is 30 minutes a day, with no more than 6 students in the group. Some teachers may need to have both a math and a reading intervention group.
- Our EIP teachers can help you locate required intervention materials and progress monitoring tools.
- Behavior intervention plans may be available in the child's RTI folder- see the counselor if you need help developing a plan.
- At any time, a teacher can "appeal" a Data Team decision. You should have data available to show why a child needs or no longer needs the additional service of intervention.
- If a child transfers in from another school and you suspect s/he may have qualified for intervention, please email his last teacher to see if a plan was in place.
- For the most part, Intervention is not optional or negotiable. Once a child is placed by the data team or through the traditional RTI process, intervention is a legal requirement.
- If you have a student you feel would benefit from intervention, please notify the RTI coordinator. She will get him or her on the schedule for a meeting. We have 1 RTI day a week, and that day usually fills fast.

Intervention often "works" for the students if we follow the program with fidelity. When we notice that intervention is not closing the gap, time to consider changes in intervention. The RTI process is critical in helping make informed decisions about this.



**Use for students with more than 2 checks on the matrix**

**Richmond County School System  
Child Find  
Referral Red Flags Checklist**

Student \_\_\_\_\_ DOB \_\_\_\_\_ Grade \_\_\_\_\_ Teacher \_\_\_\_\_  
Name \_\_\_\_\_

Below is a checklist of referral red flags that, in combination, are sufficient to constitute a “reason to suspect a disability” that triggers the IDEA’s Child Find duty. When using this checklist, it is very important to remember that not one of these indicators alone would typically be sufficient to trigger the child find duty. The following checklist should be completed at the beginning of the school year, for each student in your homeroom or grade level. Please note that you DO NOT need to complete this checklist on any student receiving special education services. Most, if not all, of the information should be available in the student’s cumulative folder.

**Academic Concerns**

- Student has been in the RtI/SST process, but little progress or positive response to interventions is evident
- Student has been retained more than once
- Student has failed state required assessment (e.g., GMAS) in the same content area 2 or more years
- Student consistently has attendance problems, as evidenced by over 10 absences for the majority of the years they have been in school
- Student is very transient, as evidenced by attending more than 2 schools for the majority of years they have been in school
- Otis Lennon Total and/or Cognitive Abilities Test Composite scores are consistently 70 and below
- Student has a pattern of failing or noticeably declining grades
- Student has multiple years of being “promoted with exception”
- Student has a pattern of consistently failing certain subjects (e.g., reading), but consistently passing others subjects (e.g., Math)

**Behavioral Concerns**

- Numerous or increasing disciplinary referrals
- Multiple placements at the Tubman Education Center (Alternative School) and/or involvement with Juvenile Court Services
- Student has consistently poor conduct grades in elementary school
- Student displays obvious signs of depression, social withdrawal, inattention or anxiety

**Other Information**

- Information that the student has been hospitalized for mental health, chronic health issues or traumatic brain injury
- Information that the student has a DSM-IV diagnosis (e.g., ADHD, ODD, OCD, Autism, etc.)



- Information that the student is seeing an outside counselor, therapist, etc.
- Information that a private psychologist/therapist/service provider suggests a need for the student to be evaluated by the school system
- Student has previously been evaluated or screened by a psychologist

**Student has a 504 Plan**  **Yes**  **No**



## Appendix I

### Data Collection Sheet

Student: \_\_\_\_\_ Subject \_\_\_\_\_

Teacher: \_\_\_\_\_ Date submitted: \_\_\_\_\_

Common Assessments	
Date	Score

Progress Monitoring	
Date	Score

Pre/Post Test	
Date	Score

Recent Grades	
Math	
Reading	
Science	
Soc. Stds	
Health	

Days absent	
-------------	--

Other?	
Date	Score

Intervention program for Tier 2:

\_\_\_\_\_

Intervention program for Tier 3:

\_\_\_\_\_

Progress monitoring tool (DIBELS, iReady, Daily Behavior Contract, etc): \_\_\_\_\_

Goal = \_\_\_\_\_ BOY/MOY/EOY



**Sent home by the teacher when the meeting is scheduled**

Diamond Lakes Elementary School  
706-771-2881  
Parent RTI Meeting Notification

Student: \_\_\_\_\_

Dear Parent or Guardian,

The mission of the Richmond County School System and Diamond Lakes Elementary is to educate all students and to help your child become a successful learner. At this time, your child is having difficulty and a Response to Intervention (RTI) Team meeting has been scheduled. The meeting will be conducted using a team approach to problem solving, and you are an important member of this team. At this meeting we will create home and school interventions that will help improve academic and behavioral outcomes for your child. The members at this meeting may be a variety of educators and/or specialists (teachers, administrators, the school psychologist, speech pathologist, etc.). Please come to share your insights and concerns with us to better serve your child.

Date of meeting \_\_\_\_\_

Time of meeting \_\_\_\_\_

Please return the bottom of this form before the meeting so that we can anticipate your attendance or send you a copy of your child’s intervention plan following the meeting. If you have questions prior to the meeting, you may contact the RTI Chair (Mrs. Middleton) @ 706-771-28814.

-----Detach and return to your child’s teacher-----  
-----

Student’s name \_\_\_\_\_

\_\_\_\_ I will attend

\_\_\_\_ I will not be able to attend

Parent’s signature

\_\_\_\_\_



**The mission of the Richmond County School System is to educate all students  
to become  
life long learners and productive citizens.**

Appendix E- **Helpful (but not required) for 1<sup>st</sup> RTI meeting**  
Student Data Sheet

Student Name \_\_\_\_\_ DOB \_\_\_\_\_ Age \_\_\_\_\_ Race/Sex \_\_\_\_\_  
 School \_\_\_\_\_ Grade \_\_\_\_\_ Retained N/Y \_\_\_\_\_ When \_\_\_\_\_  
 Referring Teacher \_\_\_\_\_ Date \_\_\_\_\_

GMAS

ELA	Date:	Date:	Date:
Reading			
Math			
Science			
Social Studies			

Otis Lennon or CogAT

Date:	Date:
Verbal:	Verbal:
Nonverbal:	Nonverbal:
Quantitative:	Quantitative:
Total:	Total:

This Year's Grades

	1 <sup>st</sup> grading period	2 <sup>nd</sup> grading period	3 <sup>rd</sup> grading period	4 <sup>th</sup> grading period
Reading:				
Math:				
Science:				
Social Studies:				
PE/Music:				

Benchmarks/WCAs

Dates					
Reading/ELA					
Math					
Science					
Social Studies					

Attach any additional data available

Behavior:  
 Attendance: \_\_\_\_\_ Discipline referrals: \_\_\_\_\_ Conduct Grade: \_\_\_\_\_



Medical History:

\_\_\_\_\_  
Previously evaluated? Yes/No If yes, where \_\_\_\_\_ When \_\_\_\_\_

\_\_\_\_\_  
Other agencies involved:

\_\_\_\_\_  
Student currently has: \_\_\_ 504 Plan \_\_\_ EIP services \_\_\_ IEP (special ed service)

Hearing/vision screening conducted: Yes/No If yes, when \_\_\_\_\_ Passed? Yes/N



## ***Diamond Lakes Non-Negotiables***

Supervise all students at all times, especially at recess and during hallway travel

Follow cafeteria rules (students must enter number and say name, student must touch only one tray, etc.). Those are a combination of RCSS and federal rules, so no one here has a choice.

Call about student absences (**each absence after 2 total**). Notify social worker on proper form or via email if a student's absences are excessive without cause.

Make sure tardy letters go home according to policy.

**Have a clipboard or folder with current student info with the class at all times (leave it in PE, music, take it to lunch and recess, etc.)**

Send home or post weekly/monthly newsletters (can be by teacher or grade)

**Send home graded papers or a grade report EVERY Tuesday**

**Enter grades in IC within 2 school days of collecting an assignment**

Respond to parent communication within 24 hours

**Maintain a monthly parent contact log in Infinite Campus** (include phone calls, talks in the hall, conferences, notes to parent, etc.)

**Protect instructional time and engage with students 8:30-3:00**

Teach intervention every day, progress monitor every week- set up schedule so you do not take instructional time to PM

Provide small group instruction **every day for every child** in math and reading

Teach and support our PBS discipline plan.

Design and support a grade level system of rewards (30 mins each Friday)

Speak with respect; teach and expect respect.



## **Before the First Day of School:**

Roster updated and posted beside your door and on the wall around the Diamond

**Tags for dismissal for lower grades including address and phone numbers (Pre K-2<sup>nd</sup>)- all verified before dismissal time**

First week's lesson plans prepared- following weeks are due the Friday before the week begins.

Plan in place to teach children how you expect them to line up, travel in the hall, turn in homework, go to the restroom, work in groups, behave when the intercom comes on, behave when someone comes to the door, share ideas and answers, etc. Plan to teach everything you want them to know.

Make sure you have textbooks for students

Plan with your grade level;

- What you will do if/when lunch backs up
- How you will share the restrooms
- How you will divide the playground at recess
- Who will keep the grade level webpage updated
- When/where you will meet
- Who will keep grade level minutes and how you will share them
- Grade level dismissal plan (car riders, bus riders, day cares)
- Possibility of sharing intervention students
- Classroom schedules (following RCSS guidelines)

**By 2:00 Friday Grade Chairs submit to our AP:**

**GRADE LEVEL PBS Plan for August and September**  
**GRADE LEVEL Grading Plan**  
**GRADE LEVEL Dismissal Plan**



## Open House Expectations

Place a check in the boxes beside any tasks that are complete 😊

- Rooms clean and orderly
- Your name posted as a “room tag” by your classroom door
- Roster printed and posted by your classroom door and **in the foyer**
- Grade level PBS plan for August and September posted
- Classroom expectations/policies posted and/or discussed
- Dismissal plan (bus list, car rider list, day care list, Prime Time list) posted and verified by parents**
- Information concerning Volunteer Training available

And as you talk to parents during Open House (and all other times), remember these guidelines:

- 💎 Parents and students should be made to feel welcome and excited about being in your classroom
- 💎 It should be obvious in your conversation that you reward effort and success more than you punish the lack of those things
- 💎 It should be obvious to parents that you are ready and know what you are doing 😊
- 💎 Conversations should not include any negative information about other students or your class as a whole
- 💎 Remind parents about information available on your grade level webpage
- 💎 **Remind parents to use Infinite Campus- share how to find the link**

***Warning: Do not share how many behavior problems are in your class, how many SWD students you will have, how rough last year was, how many math books you are missing, etc. Set a positive tone.***



## Registration

- All students are expected to register online each school year
- No lunch form this year- all eat FREE OF CHARGE
- Send parents to media center to confirm bus number
- Send parents to Prime Time and Boys and Girls Club tables, if available
- You will have a list of students who owe money- send them to the office
- Kindergarten teachers will register and screen all K students in their classrooms
- **Get LOTS and LOTS of contact numbers !!**
- We will tell children their homeroom teacher's name. You may not move a child to another room. If there is a problem, please send the parent to an administrator.

Any registration document that is missing must be documented on a waiver.

## Dismissal Plan

All car riders will be dismissed from the lunchroom.

All remaining car riders (after "last car" is called) are returned to their homeroom teachers in the classrooms. **Teachers should not leave campus until all of their students have left to go home.**

No students are allowed to leave with parents from the classroom or hallway unless the office has notified you.

**The first two weeks we need car riders seated in their dismissal area by 2:45.**



Day care and bus riders will be called by day care name or bus number.

Prime Time students will be called to the lunchroom at 3:15.

Your grade level/hallway may decide how to cover all dismissal duties:

Rotate duties or keep one assignment all year

1 person walks all car riders to the lunchroom and stays to supervise

1 person walk all bus riders or each teacher escort a different bus

line

1 classroom hold all day care riders or divide them among all rooms

2 grade levels on the same hall pair students to provide more options

All students must be supervised at all times. All day care riders will get in the most current bus line and walk out with that line.

Even during dismissal, students are to travel quietly and in an orderly fashion in the hallway.

**Students should not be sent to the office during dismissal unless called.**

The office is VERY BUSY!! Please keep your students in the designated dismissal spot during the dismissal process. Students should not be released from classrooms until the teacher dismisses them! Call the child's name to have him move to the hallway. **Teach students that when their bus is called, YOU will call them to the hallway. EVERY teacher should be at her door during dismissal unless in the lunchroom with car riders or walking students to a bus.**



Teacher's Name: \_\_\_\_\_

## Writing SMART goals for your TKES Professional Learning Goal

SMART Goals are **S**pecific, **M**easurable, **A**ttainable, **R**esults-based, and **T**ime-bound.

- **Specific:** Not just "read better" or "perform better". Be specific about what you want to attain or see students attain.
- **Measurable:** How many or what percent, not "most"
- **Attainable:** ALL is often unreasonable, consider what can be achieved with great teaching
- **Results-based:** What will be your evidence or what "proof" will you have of the result
- **Time-bound:** By when, what date

**Specific:** Students will move one "band" on the iReady middle of year diagnostic in math (2+ years below move to 1 year below, 1 year below move to on grade level, on grade level move to above level.)

**Measurable:** 60% of my class

**Attainable:** According to the research, all students should show growth. However, not all students will grow enough to move up a "band" by the middle of the year. 60% may be reasonable after reviewing my EOY data from 2019

**Results-bound:** I am using my middle of year data to show results of my instruction from first semester.

**Time-bound:** By the middle of the year diagnostic window

**Example Professional Goal: By January 2020, 60% of my students will move up one "band" on the iReady math diagnostic assessment.**



**Formative and Summative Assessments are reported as a collection of data to that point in the year.  
The Formative Assessment is NOT reported as a single observation.**

---

---

### **Grade Level Checklist**

---

#### **Positive Behavior Support Plans**

- 7 Step Behavior Plan posted in classrooms
  - When does a student begin again at Step 1? Daily? Weekly?
  - Are conduct points tied to the 7 Step Plan?
- Diamond Dollar plans for August and September: classroom level weekly, grade level activity for the month
  - Who will forward grade level plan to administration?
  - Who is responsible for planning monthly activity?
  - Who will supervise students not attending monthly activity?
- Grade level consequence support:
  - Who will supervise silent lunch?
  - Who will supervise walking at recess?
  - When and how will parent contact be made?
  - What is the plan for time-out in another room?
- Plan for teaching expectations (matrix) to the students
- How will teachers determine effectiveness of the plan? What data will be used and when will it be reevaluated?

#### **Instructional Planning**

- How will teachers collaboratively plan? Weekly at grade level meetings? When will items be due to the grade chair to be included on the weekly agenda?
- Who is responsible for writing and submission of each content area lesson plan?
  - How will pre and post test data be organized and analyzed?
- Lesson plans are due each Wednesday to administration for the upcoming week.



When will plans be shared with teammates for edits before submission? How will they be shared? Hard copy? Electronic copy?

- Who will plan the homework for the week? It is to be posted in the grade level folder on the webpage Friday the week before. Who will post that work? What other information will be posted in the grade level folder? Who will create the other info and make sure it is posted in a timely manner?
- Develop a grade level grading plan
  - What will be graded?
  - Will you grade and record assessments?
  - Will grades be weighted?
  - How will you record homework?
- “Signed papers” are to be sent home each Tuesday. What will be included in this packet of papers? **What will teachers do if the papers are not returned signed?**

### Open House Preparations

- PBS Plans posted
- Supply list ready for parents
- Welcome to My Room/Syllabus for parent/student. Proofread by grade chair and forwarded to administration before Open House
  - Should include directions for using Infinite Campus
  - Should include the web address for Diamond Lakes and explain how to get to your grade level folder
- Classroom tidy, bright, and inviting for visitors
- Card stock for car riders to complete and take with them
- Lists and such for parents to sign up or provide info
  - School or Classroom Volunteer list
  - Changes in transportation you should expect
  - More emergency contact phone numbers
  - Best way to contact them list
  - Who has (or does not have) internet access
  - Consider a “What The Teacher Should Know About My Child” form
- Roster posted outside classroom door and in lobby near office
  - At least 14 font, students listed in alphabetical order by last name





### Before parents leave open house, make sure you know:

- How every child is getting home each day (car rider, bus #, PrimeTime, day care van, walker, etc.)  
Be certain parents of car riders have the card stock signs to put in the dashboard  
Parents may need more than one, if multiple people pick up the child  
Put all Diamond Lakes children in the home on one card
- Phone numbers (try to get even more if possible).
- The best way to contact them (email, phone, letter home, note in agenda)
- Medical/health concerns (allergies, physical limitations)
- Legal concerns: anyone who cannot have access to the child, anyone who cannot visit, etc. as supported by legal documents
- If parents have access to internet to see homework and newsletters in grade level folder
- If parent is a card carrying volunteer or interested in attending the required volunteer workshop (must renew every 2 years in Richmond County)  
How or where would they like to help?  
What days or times are they available?
- If the child has an IEP (special education services, speech), 504 Plan, or is in the RTI process (listen carefully to see if child needs special support but the parent is not aware of the terms)

### At the end of the first day of school

- If parents give you any, turn in all registration materials to office staff (health cards, birth certificates, immunization forms, ear/eye/dental forms, etc.)
- Send updated rosters to Coach Phillips (PE), music teacher, writing teacher, Data Clerk (Ms. Johnson), and Ms. Hutto (Lunchroom Manager) OR Update copies on the clipboard for PE, Writing, and Music teachers to reference.
- Grade chairs turn in class counts to office (how many students **actually showed up** in each class today). This is critical information as we assign late registrants to the classrooms!
- Kindergarten-2<sup>nd</sup> grade students have name tags with transportation info, phone number, and address
- Legal concerns: anyone who cannot have access to the child, anyone who cannot visit, etc. as supported by legal documents



## Topics to be reviewed with all Certified Employees

- Alcohol and Illegal Substances
- Bullying Policy/Cyber Bullying
- Cell Phone Policy –Students and Employees
- Child Abuse Reporting
- **Code of Ethics for Educators**
  - Implications of social networking sites – Professionalism
- Code of Student Conduct and Discipline
  - Attendance Protocol
  - Bomb Threats
  - Corporal Punishment
  - Dress Code for Student
  - Review of the Code of Conduct with Students
  - Tribunal
- Concussion Policy (NEW)
- Community Service Guidelines (NEW)
- **Customer Service**
- Dress Code for Employees
- Epi-Pen Policy
- Family Educational Rights and Privacy Act (FERPA)
- Field Trip/Excursion Policies and Procedures
- Fraud, Abuse, and Mismanagement of Funds Policy
- Internet Acceptable Use Policy
- Heat and Outside Activity
- “Jessie’s Law” Foster Care Student
- **Mandated Reporter**
- Obligation to teach the Common Core Georgia Performance Standards (CCGPS) and QCC- Georgia Standards of Excellence
- CCRPI Implementation
- Restraint and Seclusion
- Review your School’s Mission, Vision and Belief Statements -AdvancED Standard 1
- RTI, SST and ***Revised*** 504
- Sexual Harassment-Students and Employees
- Smoking and Tobacco Products
- Site Safety Manual
- Student Searches
- Teacher Keys Implementation
- Time Out Procedure
- Title I - Fraud, Waste & Abuse of Federal Funds



## **School Map with Room Assignments**