

WILKINSON GARDENS ELEMENTARY SCHOOL

FACULTY AND STAFF HANDBOOK 2018 – 2019



The VISION of the Richmond County School System is to create a World Class School System where all students graduate college and career ready and globally competitive.

The MISSION of the Richmond County School System is to build a world class school system through education, collaboration, and innovation.

**The MOTTO of the Richmond County School System is
Learning Today...Leading Tomorrow**

PURPOSE OF HANDBOOK

The purpose of this handbook is to assist the faculty and staff of Wilkinson Gardens Elementary School in becoming aware of the policies, procedures, and other information deemed necessary for the successful operation of school. This handbook contains general information that you will need to assist you in doing a better job. It is not intended to be all inclusive, but will answer many questions that may arise, as well as make policy information readily available for you. This handbook is used to provide uniformity to our procedures. It is provided as a supplement to the Richmond County Teachers Handbook and Central Office Directives. The guidelines in this handbook are to be followed unless suspended by new guidelines.

MISSION STATEMENT

The mission of Wilkinson Gardens Elementary School is to give students the tools they need to be active, lifelong learners and contributing citizens in their community and the world.

VISION STATEMENT

LEARNERS TODAY . . . LEADERS TOMORROW

We believe. . .

- Through the shared responsibility of our Teachers, Parents, Students, and community, our students will be able to successfully compete academically and socially in a global society.
- Our students will be proficient in the use of computers to include the internet, e-mail, and word processors.
- Our students will develop Language Arts skills including reading comprehension and writing that are necessary to be on or above grade level.
- Our students will be proficient in critical thinking skills across the curriculum to include problem solving, decision making, and predicting outcomes.
- Our students will demonstrate an awareness and knowledge of Civics, Economics, History, and Geography.
- Our students will demonstrate knowledge of scientific process skills through experience and participate in hands-on scientific learning that encompasses life, space, earth, physical, and natural science.
- Our students will demonstrate appropriate behavior in a wide variety of school and social situations.
- Our students will make responsible personal choices which demonstrate good citizenship, self-discipline, good manners, and respect for others.
- Our students will demonstrate a basic knowledge of Fine Arts to include music, theater, and visual arts.
- Our students will display good sportsmanship while gaining knowledge of a variety of competitive and individual sports.
- Our students, when engaged in everyday conversation, will be able to communicate effectively.



SIGNS OF GOOD TEACHING

1. The teacher uses a variety of strategies, methods, and procedures.
2. The class, the subject matter, the materials are well organized.
3. Teacher and pupils work together on the problem before them.
4. Children understand the reason underlying each activity.
5. Pupils ask many questions.
6. The teacher shows respect for pupil's questions and contributions.
7. Each child or group is working toward a clear, concrete goal.
8. Children read with a definite purpose and read a plethora of non-fiction.
9. There is much artifacts and evidence in the classroom of the subject matter being studied: pictures, charts, models, specimens, etc.
10. Discovery learning is evident the classroom.

SIGNS OF POOR TEACHING

1. The teacher directs everything.
2. The teacher does most of the talking.
3. The teacher asks one little question after another.
4. The class, subject matter, and materials are not well organized.
5. The teacher carries on all the activities instead of letting the children grow through these experiences.
6. The teacher does not use materials to the best advantage by directing all experiences and drawing all conclusions themselves.
7. The same routine procedures are used day-in and day-out.
8. The teacher is annoyed by children's questions and their contributions, especially if they do not relate to her plan.
9. Teaching seems to be drudgery, and learning seems to be very hard work.
10. Children are not stimulated.

CODE OF ETHICS FOR EDUCATORS

The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards, which represent the conduct generally accepted by the education profession. The code protects the health, safety and general welfare of students and educators, ensures the citizens of Georgia a degree of accountability within the education profession, and defines unethical conduct justifying disciplinary sanction.

Standard 1: **Criminal Acts** – An educator should abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude.

Standard 2: **Abuse of Students** – An educator should always maintain a professional relationship with all students, both in and outside the classroom.

Standard 3: **Alcohol or Drugs** – An educator should refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice.

Standard 4: **Misrepresentation or falsification** – An educator should exemplify honesty and integrity in the course of professional practice.

Standard 5: **Public Funds and Property** – An educator entrusted with public funds and property should honor that trust with a high level of honesty, accuracy, and responsibility.

Standard 6: **Improper Remunerative Conduct** – An educator should maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation.

Standard 7: **Confidential Information** – An educator should comply with state and federal laws and local school board policies relating to the confidentiality of students records, unless disclosure is required or permitted by law.

Standard 8: **Abandonment of Contract** – An educator should fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract.

Standard 9: **Failure to Make a Required Report** – An educator should file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. 19-7-5), or any other required report as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner.

Standard 10: **Professional Conduct** – An educator should demonstrate conduct that follows generally recognized professional standards. Unethical conduct is any conduct that

seriously impairs the certificate holder's ability to function professionally in his or her employment position or conduct that is detrimental to the health, welfare, discipline, or morals of students (inappropriate language, physical altercations, inadequate supervision, inappropriate discipline, etc.).

The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator's conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. An individual whose certificate has been revoked, denied for disciplinary reasons, or suspended may not be employed as an educator, paraprofessional, aide, or substitute teacher.

"Educator" is a teacher, school or school system administrator, or other education personnel who hold a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purpose of the Code of Ethics for Educators, "educator" also refers to paraprofessionals, aides, and substitute teachers.

ADMINISTRATIVE CHAIN OF COMMAND/AREAS OF RESPONSIBILITIES

The Principal of Wilkinson Gardens Elementary School is Mrs. Ca'Vana Lambert. As the Principal of the School, she is the immediate supervisor of all employees. The Principal is in charge of Instruction, Curriculum, Assessment, Media, Data, Evaluations, Discipline, Operations, Finance, Guidance and Personnel. The Principal is also responsible for all program areas and matters of the entire school. Mrs. Lambert's primary area of focus is leading the Curriculum and Instruction Program and all areas related to Curriculum and Instruction, Professional Learning, Teacher Effectiveness, Teacher Attendance, Mentoring and Evaluation. All certified and classified staff including custodial, School Nutrition, and Paraprofessional staff fall under Mrs. Lambert's primary supervision. All instructional, , leave, financial and personnel matters, questions and inquiries should be referred to Mrs. Lambert.

Mrs. Sandra Bailey is the Assistant Principal at Wilkinson Gardens Elementary School. The Assistant Principal has been delegated the following areas of responsibilities: Pre-K, Student Attendance, Discipline, Transportation, All Duty Related Areas/Tasks, 504, RTI Coordinator for Behavior RTI's, Student Attendance, ESOL, Special Education that deals with Behavior and Behavior Intervention Plans, Testing Coordinator, Textbooks/Instructional Management/Inventory and any other duties assigned by the Principal. All discipline referrals and behavior related issues should be referred to both the assistant principal and principal. **Discipline incidents that involve weapons, drugs, alcohol, sexual incidents, faculty/student assault, in those instances, notify Mrs. Lambert immediately. Also, please send those referrals in Infinite Campus to Mrs. Lambert's attention. If Mrs. Lambert is not in the building, then notify the Assistant Principal immediately.**

Also, please remember that the only person in the school who has the authority to grant approval to contact Public Safety or the Richmond County Police Department

is the Principal and the Assistant Principal.

There are times when the Principal will be required to be away from the school. During these times, disciplinary problems as well as other unusual situations beyond the teacher's control will be referred to the Assistant Principal. The Assistant Principal will contact Mrs. Lambert if at any time he/she feels the situation requires notifying the Principal (i.e. weapon, drugs, alcohol, sexual incident, assault or if Public Safety has to be notified).

The Principal is the only person authorized at Wilkinson Gardens to approve leave and grant permission to leave the building. There is not anyone designated to sign in the place of the Principal. I have not assigned anyone as a designated person to sign ANY document in my absence, that includes documents that "say the Principal or his or her designee." If I am not available or absent, I will sign as soon as I am available or upon my return. The Assistant Principal is not designated or authorized to sign as my designee.

ADMINISTRATIVE OFFICE STAFF

Mrs. Brenda B. Anderson

Office Manager, Bookkeeper, Principal's Administrative Assistant

Mrs. Ivy Glover

Data Specialist, Campus Registrar, Infinite Campus POC

ACCIDENT REPORT

Accident reports must be completed for any student injured at school. Reports are to be completed by the nurse and staff member responsible for supervision of students during the time of the accident. These incidents must also be reported to the Principal. Reports will be kept on file in the clinic. 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.

ATTENDANCE (STUDENT)

Each time one of your students is absent, the teacher should call the student's home and document your call in the contact log in Infinite Campus. The first day a child returns to school after being absent he or she is required to bring a written excuse. If it an excused absence, then it must be changed in Infinite Campus from unexcused to excused as soon as possible. **READ AND REVIEW THE DISTRICT'S ATTENDANCE POLICY IN THE CODE OF CONDUCT (RULE 10), IT IS EXTREMELY IMPORTANT THAT YOU FOLLOW THIS POLICY.**

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. It is also the teacher's responsibility to maintain the certificate through the renewal process. All certified and classified personnel who possess certificates must provide the Principal with a copy of their certificate by August 15st. Please submit your certificates to the bookkeeper Mrs. Anderson.

CLASSROOM HOUSEKEEPING

Classrooms are to be kept neat, tidy, and reasonably clean at all times. The arrangement of the classroom is the teacher's responsibility and should be conducive to good order, discipline, and learning. Teachers should verify the following items before leaving each day:

- All lights out
- Paper and books off floor
- Windows closed and locked
- All money turned into office
- ActivBoards/computers/radios/televisions, etc. are powered off
- Close all window blinds

PLEASE NOTE: In case of emergency such as broken windows/locks, running water, broken toilets, etc. notify the OFFICE immediately.

CLASSROOM INTERCOMS

Classroom intercoms are only to be used for **EMERGENCIES** not as a form of general communication (i.e. to see if the nurse is in her office, to request copies be delivered, or to request custodial supplies, or to request items from the office, or to ask office personnel to call parents). Intercoms were placed in classrooms for emergency situations. An example would be if you have a visitor who doesn't have a visitor's pass and refuses to leave your classroom or is causing a disruption in your class.

COLLABORATIVE/GRADE LEVEL MEETINGS

Each grade level is provided the time for Teachers to be given the opportunity to cooperatively plan, analyze data, conduct RTI meetings, and participate in professional learning and/or parent conferences as they relate to the curriculum or general aspects of the total school. This time will be allocated during the school day and also during the period from 3:30 - 4:00pm. Typed minutes are to be kept of each meeting and a copy emailed to the principal by Friday at 5:00 pm each week. Please place in an electronic folder clearly marked with your grade level.

COMMITTEES

All teachers are required to serve as members of various committees.

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 Head Custodian who will pass the information to the Principal. Custodians are instructed to take their directives from the

principal. A good custodian is one of the strongest links in good school organization. Please treat them with respect and dignity.

DAILY SIGN-IN AND SIGN-OUT PROCEDURES

Each faculty and staff member is required to sign-in and sign-out each work day on Identi Kid in the front office . This includes school nutrition and custodial staff members as well as all certified and classified staff members. You must use your key fob. This is required for payroll and attendance documentation.

This report will be ran daily and will be used to complete payroll and attendance reports. If you lose your key fob, you must pay \$2.00 for a replacement. Typing in your name will no longer be an acceptable form of signing in. The sign-in/sign-out computer is located on the counter in the main office.

SCHOOL DAY FOR TEACHERS:

It is the policy of the Richmond County Board of Education to regard the minimum workday of the Teacher as 8 hours that includes 30 minutes for lunch and the work week as 40 hours. This time should be devoted to the duties for which the base salary is paid. You should sign-in no later than: 8:00 am to be in your classroom. The school day ends at 4:00 pm. After-school faculty/staff meetings and professional learning may extend beyond 4:00. Signing in and out daily is a Richmond County Board of Education policy. It is each faculty/staff member’s responsibility to make sure you are signed in each day. It is also the responsibility of each faculty/staff members to sign out when leaving campus before the end of the school day. Sign in when and if you should leave campus for any reason. You must gain the permission of the Principal before leaving campus for any reason during the work day. There is no one else designated in the building to grant permission. Request to suddenly leave during the day should only be in case of an emergency. Any planned appointment should be preapproved by Mrs. Lambert at least 24 hours in advance.

SCHOOL DAY FOR TEACHERS’ ASSISTANTS:

Paraprofessionals’ workday is 7 hours and 25 minutes which includes 30 minutes for lunch. This time should be devoted to the work duties. After school faculty/staff meeting and professional learning may require longer hours. You should be in your classroom by 8:00 a.m. unless you have morning duty. If you have morning duty, you are expected to be in your classroom by 8:30 a.m. If you have morning duty at 7:45 a.m. then your workday ends at 3:00 p.m. If your workday begins at 8:00 a.m. and you don’t have morning duty, then your workday ends at 3:15. Pre-K paraprofessional’s workday begins at 8:00 a.m. and ends at 4:00 p.m.

DAILY TIME SCHEDULE

Teachers report to classroom8: 00
School begins 8:15

School Dismissed PRE-K/K STUDENTS EXCUSED.2:50
RIDERS/WALKERS EXCUSED 2:55/3:05
Teachers Dismissed4:00
(This time is not reflective of duty or if your students are still under your supervision.)

ALL FACULTY AND STAFF MUST EXIT THE BUILDING NO LATER THAN 5:30 P.M. EACH DAY. NO EXCEPTIONS UNLESS PRIOR APPROVAL FROM THE PRINCIPAL.

DATA NOTEBOOKS

All teachers are required to maintain a data notebook for their students. The notebook should regularly be updated and used for making instructional decisions.

DISCIPLINE – See Code of Conduct and School Discipline Plan

Each teacher and grade level should have a classroom discipline plan/expectations that support the school wide discipline plan. These discipline expectations/plans should be shared with your students and parents. Discipline should, if at all possible, be handled in the classroom or grade level. If an incident warrants a referral, then it must be entered in the Infinite Campus discipline referral system and sent to Mrs. Bailey.

DISMISSAL PROCEDURES

All car riders are dismissed from the gym, this includes Pre-K and Kindergarten students. Please remind parents to stay in their cars and we will bring their children out to their cars, they should not exit their vehicles. All walkers will be dismissed through the 2nd grade side door. Daycare vans will be dismissed from the cafeteria. Keep your dismissal procedure handy. Please make sure that you have sent this procedure home with all your students. Reiterate this procedure with your parents as often as necessary. Please do not take transportation changes over the phone. In the event that one of your students misses the bus or is not picked up, it is your responsibility to remain with that student until their parent arrives.

DRESS CODE

The Board of Education recognizes that teachers and other professional educators are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscience 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. Employees shall be clean, well-groomed and dressed for their work assignment. A wide variety of teaching styles and activities occur between age and grade levels, therefore, activities and/or assignments planned for the day will dictate, to a degree, the style of dress considered appropriate. Good judgment and common sense should be used in choosing appropriate attire.

As a general rule, sneakers, blue jeans, shorts, sweats and warm-up suits are not appropriate dress. Exceptions would be physical education, field day, and special dress down days. No dress, skirts, or shorts are to be worn thigh high. Knee length or longer is acceptable.

The type of field trip will determine what attire is worn.

DUPLICATING PROCEDURES

Teachers may not make OR request copies in the front office at any time. Teachers are responsible for preparing instructional materials. Teachers are assigned a code by the bookkeeper to use on the copiers located in the teacher's workrooms. **IF THE MACHINE SHOULD MALFUNCTION AND NEED REPAIR, NOTIFY MRS. ANDERSON IMMEDIATELY!**

The Risograph machine will be operated by office personnel only. Any items that need to be copied on the Riso must be turned into the office no later than 4:00 p.m. Copies will be ran during the following school day and placed in the teacher's mailbox when completed. It is highly encouraged that grade levels/departments work together and whenever possible use the Riso for making copies. The minimum number of copies for the Riso is 40.

EMAIL

Email must be checked frequently. This is the primary form of communication that will be used to communicate with all faculty and staff members. It is unprofessional for information to be rejected due to a full mailbox. Please do not let your email mailbox become full.

EMERGENCY PLANS

Each teacher must develop and leave emergency plans in the event of an unscheduled absence. These plans must contain three days of instructions along with information that is necessary to assist the substitute Teacher to have a successful experience in your classroom. These plans will be given to the person designated by the Principal. Please place your plans in a folder or notebook. Please update them each nine weeks. At minimum they should include:

- A daily class schedule
- Class roll
- Emergency drill plans
- Seating chart
- three days of lesson plans complete with activities to engage students.

Other--such as duties you may have or who should the substitute see in regards to assistance (Grade chair or the Teacher next door).

EMPLOYEES WITH CHILDREN ATTENDING WILKINSON GARDENS

If you are an employee at Wilkinson Gardens your child is allowed to attend the school as long as he or she follows the rules set forth by the Principal of the school and RCSS BOE. Your child attending this school **MUST** not interfere in any way with your job at Wilkinson Gardens. **CHILDREN ARE NOT ALLOWED IN MEETINGS, CONFERENCES OR ANY WORK RELATED ACTIVITIES. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO MAKE AFTERSCHOOL CHILDCARE ARRANGEMENTS FOR THEIR CHILDREN. THE EMPLOYEE ALONE ASSUMES ALL RESPONSIBILITY AND LIABILITY FOR THEIR CHILD OR CHILDREN.**

EVALUATIONS

The Principal will be responsible for evaluating all other certified and classified personnel in the building who are not evaluated with TKES or LKES with the exception of Pre-K teachers.

DUTY ASSIGNMENTS

Each Teacher/Teaching Assistant will have duty assignments on a scheduled basis including early morning/breakfast/lunch/bus duty, recess duty, class coverage duty, etc. The assignments may or may not be on a rotating basis. Duty schedules are prepared by the Assistant Principal and Coach Phillips. If an emergency occurs or if you are going to be late to your duty station, please contact the Principal on her cell phone. Please remember that all of us have family responsibilities, however we must make arrangements for childcare, second jobs, or other extracurricular activities when it is time for our assigned duty. It is not fair to exempt some personnel from morning or evening duty because they have to pick up family members while other personnel make the appropriate arrangements. **If you have an assigned duty and are absent, you must secure someone to assume your duty assignment.**

FACULTY MEETINGS

Faculty meetings will be held on the 1st and 3rd Thursday of each month. Each meeting will begin at 3:40 pm in the Media Center. The day and location of the meeting may be changed if necessary. Faculty meetings will be also utilized for professional learning. All Teachers and Paraprofessionals are expected to be prompt in attendance at each monthly meeting. Teachers and Paraprofessionals must inform the Principal in person at least 24 hours before the scheduled Faculty meeting if you can't attend.

FIELD TRIPS

Field trips are encouraged for all grade levels. Each trip must be approved by the Principal, and each field trip must be educationally beneficial and directly related to a current area of study. Field trip request forms must be requested online for approval at least a month in advance. Transportation arrangements must conform to the Board of Education regulations. Permission slips are required for each participant and must be taken on the field trip. Please see the school secretary for forms. Dress appropriately for the activity. Field trip money must be turned in by noon each day on the appropriate form to the bookkeeper.

FIRE DRILL PROCEDURES

In compliance with state law, this school will hold at least one fire drill each month. The first such drill each year will be announced as to the day and the time for the purpose of familiarizing students and Teachers with exit routes and assembly areas. All subsequent drills will be executed without warning. At the sound of the fire alarm signal, all personnel will leave the building in an orderly manner by way of designated routes and exits. An exit plan is posted in each room of the school, and Teachers are to make sure that all students are familiar with the route to be followed and the exit to be used by their class.

Each Teacher shall instruct his or her students in the proper behavior during a fire drill or

emergency. These instructions must include at least the following topics:

- Walk, do not run
- Be quiet, do not talk in order that instructions may be heard over the speaker system
- Remain calm
- Do not crowd together, but remain a part of the class
- Listen and obey the Teacher's instructions

The Teacher is to remain in the classroom until all students have departed and then close the door as he/she leaves the classroom. Please bring your attendance book with you in order to take attendance during the fire drill.

Since a fire or other emergency or disaster may block one or more exits, it will be the practice to block one or more exits during every fire drill except one. Teachers are to explain to their students the procedures they are to follow in such cases. This procedure will train students to remain calm and responsive to the Teacher's instructions when an alternate route must be used. Students will be instructed to stop and remain calm and quiet when they encounter a blocked exit and wait for further instructions from their Teacher, who will lead them to a different exit. The new route selected by the Teacher should not interfere with the exiting of other classes, but it should follow the last class using the new exit route.

FOOD AND BEVERAGES

Food and beverages should be consumed in the **CAFETERIA AND/OR A FACULTY AREA ONLY**. Please make sure the area is cleaned after you finish lunch. 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.

FUND RAISING

Students are forbidden to sell, distribute or take orders for any items for the purpose of raising money for personal gain or for non-school related activities at school or during school hours. This also applies to Teachers and staff members. Soliciting, selling, or collecting from school personnel by students on campus is forbidden. Students are not to go from door-to-door throughout the community selling items to raise money for school projects.

The principal must approve **all** fundraising in advance. The bookkeeper cannot accept monies from clubs, activities or sponsors without a Fundraising Financial Report signed by the Principal. Please follow the following procedure for fund-raisers:

1. Use a Cash Receipt Form when collecting money from students for any activities. This includes all fundraising.
2. Make sure you get a Board of Education Receipt from the bookkeeper when turning in money.
3. Monies from fundraisers should be turned in daily. Do not keep money until the end of the project.
4. A club or organization of the school cannot hold raffles.

5. No two clubs or organizations are allowed to conduct fundraising activities where they are selling the same item(s) during the same time period. You must sign up in advance with the Principal for your fundraising activity.

GRADE CHAIRS FOR 2018.2019

K Mrs. Katherine Greene, 1st Mrs. Jolee Edwards, 2nd Dr. Kristy Toliver
3rd Mrs. Starkelia Harper, 4th Mrs. Nakesha Jackson, 5th Ms. Tennille Jefferson,
SPED Mrs. Morissa Moreland

HOMEWORK

The RCSS has a homework policy. Please review this policy individually and as a grade level. Please make sure that your homework is aligned with the appropriate grade level standards and with the appropriate instructional materials for your grade level and subject content. Daily homework is required, and time limits are established. Please follow policy as directed by district.

HOSPITAL/HOMEBOUND INSTRUCTION

The child who has a medically diagnosed, physical condition, which is non-communicable and restricts him/her to his/her home or to a hospital for a period of time and which will significantly interfere with his/her education, may be eligible for the service of a home/hospital instructor. In order for an individual to receive hospital or home instruction, a qualified physician must declare that the child is physically able to profit from education instruction. Other criteria must also be met. Special Education, the school, and the home will work together as a team to provide the student with the best possible instruction during the student's absence from the regular classroom. Your hospital/ homebound POC is Dr. Yvette Wilson. Please email Dr. Wilson and Mrs. Lambert the name of the student who is hospitalized or will need homebound services. Please copy Mrs. Lambert on all correspondence relating to hospitalized students or students receiving homebound services.

INSTRUCTIONAL SCHEDULES

All teachers should post their instructional schedules besides their doors after submitting them to Mrs. Lambert for review on the 2nd Monday after the beginning of school. Teachers should collaborate with their grade levels and review the curriculum guide for the appropriate amount of time that should be spent on each content area. Instructional cards should include lunch, intervention, specials, recess, dismissal etc.

KEYS

Each Teacher will be issued a key to his/her classroom and a badge to enter the front door of the school. Teachers are expected to exercise the utmost care and security of school keys and badge. Non-school personnel should not have access to your keys or badge. School keys should NEVER be duplicated. There is a \$5.00 fee to replace a lost key and a fee to replace your badge. **Faculty and Staff must enter and exit the building through the front door only. Never admit anyone through any other entrance. This is for your safety as well as our students and our colleagues.**

LEADERSHIP MEETINGS

Leadership meetings are held every 2nd and 4th Thursday of each month in Room 502.

LESSON PLANS

<https://rcboe.rubiconatlas.org/Atlas/Authentication/View/Login>

Lesson plans are expected to be developed and implemented. It is mandated by the RCSS that you used Rubicon and that district standards are taught with fidelity. This is a nonnegotiable. We realize that children learn at different rates so lesson plans should be flexible so that they meet the teacher's needs as well as the student's needs. Lesson plans must be developed a week in advance and brought up to date daily. Lesson plans are due every Friday at 3:30. Since we have been identified by the State as a chronically failing school. Our lesson plans will be reviewed not only by school administrators, but also by State and District personnel.

LIBRARY/MEDIA CENTER

An "open schedule" model is used during the regular school day. Teachers shall work with the Media Specialist in scheduling class visits; however, individual student and small group's visits are not scheduled. Teachers are required to accompany classes to the Media Center and passes are required to individual or small group visits.

All federal, state and school owned technology, digital equipment and instructional materials should be cataloged through the Media Center. In addition, a complete inventory of technology/digital equipment and materials shall be maintained in the Media Center. Teachers should notify the Media Specialist immediately if equipment is broken and/or missing. Teachers are responsible for **ALL** materials checked out under their names. Any materials that are lost must be paid for or recovered.

LUNCHROOM PROCEDURES

Each child is allotted thirty minutes for lunch each day. Teachers have been given a schedule to follow denoting a time for their classes to eat lunch. Teachers should adhere strictly to this schedule. It is the teacher's responsibility to bring his/her class to the lunchroom.

Paraprofessionals will supervise classes while they are in the lunchroom.

Students are not allowed to exchange food. Canned or bottled soft drinks are not permitted.

Students may use a thermos that fits into their lunch box for beverages. Food from fast-food establishments is not permitted in the lunchroom.

- Seats will be assigned at the discretion of the Paraprofessional.
- Students remain seated during lunch unless there is an emergency.
- Talk in a whisper to the person on either side of you or across the table.
- It is the Teacher's responsibility to follow through on punishment if students talk after they have been instructed to be quiet by the Paraprofessionals on lunch duty.
- Students will remove trays and all paper and food items prior to leaving the table as instructed by Paraprofessionals on lunch duty.
- Paraprofessionals will designate which table will be dismissed first, assign lunchroom helpers and then monitor and supervise students through the tray

return area.

- Paraprofessionals will instruct students where to line up in the appropriate area until they are picked up by their Teacher.

It is imperative that Teachers are on time to pick up their students from the lunchroom. Any delay in pick-up will disrupt the lunch schedule.

PARENTAL COMMUNICATIONS

Each teacher will establish and maintain lines of communications with parents. Do not procrastinate in dealing with pupil problems. It is important that teachers contact parents as soon as possible when problems develop with pupils in behavior or academics. Immediate, personal contact enhances parents' cooperation. Such contacts refute accusations that the school is negligent in fully informing parents that their child is having difficulties at school in time for the parents to take remedial action. Document all attempts to communicate (phone logs, e-mails, letters, etc.) Every teacher is responsible for sending papers home to be signed on Tuesday of each week with specific information on each child's conduct and academics. Parents must sign and return to the teacher the next day.

As part of your TKES or non TKES evaluation I am requiring that every faculty and staff member use the contact log tab in Infinite Campus as your official parent communication log.

PERSONAL CALLS DURING CLASS TIME

A message will be taken for all personal calls received during school hours. All telephone messages will be placed in your mailbox except in cases of emergency. School personnel should not use the telephone (including cell phones) during school hours except in cases of emergency. All long distance calls for school business are made only with the approval of the Principal. Parents should be contacted using the phones in the teacher's lounge. Whether you choose to your personal cell phone to call parents is up to you. There are phones available in every teacher's lounge.

RECESS/PLAYGROUNDS

K-2 will use the small playground designed for their use and 3rd-5th will use the larger playground. Recess times should be included on your instructional schedule that you turn in to the Principal for approval.

There is a specified amount of time allotted for recess for each grade level in the curriculum guide. Please adhere to those guidelines. Please be vigilant and supervise your students during recess.

REGISTRATION/PORTAL UPDATE

RCSS student registration and student information update is now all completed online. Please let your parents know that the school has computers available in the Parent Center in the Media Center for parents who need to update their information in Infinite Campus or who need to create a Parent Portal Account. If they need assistance, have them go see Mrs. Glover, the Data Specialist.

RESPONSE TO INTERVENTION (RTI)

Teachers should make every effort to make the individual needs of their students. Students who experiencing serious academic, behavioral, or adjustment difficulty should be referred to the RTI team. The RTI should be used as an opportunity to explore alternative interventions, strategies, and options to help students. RTI is a function of general education in all Georgia schools, it is not the responsibility of Special Education or Psychological Services. All Tier II meetings will be conducted on grade level teams, and Tier III academic meetings will be scheduled via the RTI Coordinator designated by the Principal. All Tier III behavior related RTI meetings will be attended by the Assistant Principal or the Administrator most familiar with the student's discipline record. All RTI documentation must be recorded in Infinite Campus.

SCHOOL COMPUTERS AND EQUIPMENT

Computers are to be used for the purpose of instruction and classroom administration. All RCSS employees must abide by the rules set forth in the Acceptable Use Policy. School technology is not to be used for personal business during school hours.

SCHOOL OFFICE

Most visitors to our school are exposed to our main offices only. It is imperative that teacher, faculty and staff visitations to the office are strictly for professional matters. A professional, business-like environment is to exist at all times in the office area. All materials that are stored in the office area will be given to staff members upon request. **ONLY OFFICE PERSONNEL AND ADMINISTRATORS SHOULD BE IN THE WORK AREA OF THE SCHOOL OFFICE.**

Use of Clerical Staff

The duties of the clerical staff are numerous. In addition to the heavy office workload, assistance is given to the library and guidance service. Therefore, the clerical staff will be unable to assist with typing, copying, faxing, or other services for individual teachers, staff or departments.. Such requests should not be made of the clerical staff.

SOLICITATIONS, GIFTS, ETC.

The only fund raising project permitted during school hours will be the taking and selling of school pictures, the book fair, and bookstore. Solicitation, selling and/or collecting from school personnel by unauthorized vendors/salespersons is forbidden. It is also not permissible for any Richmond County employee to accept any personal gift or gratuity from any business, organization or person representing a business or organization.

STUDENT ATTENDANCE

Attendance will be taken daily. Students not present at 8:15 will be recorded in the computer system as absent. Students marked absent that come to class after 8:15 must have a tardy pass from the office. This pass indicates that the teacher should change the absent to tardy. Make sure that all late students enter with a pass. Attendance should be recorded in Infinite Campus by 9:00 a.m. daily. Teachers should call parents each time a child is absent from school and document that call in your parent documentation log.

STUDENT DISMISSAL

Students may not be released from school to individuals other than their parents or legal guardians without the parent or legal guardian's consent in writing. These written consent documents must contain the parent/legal guardian's phone number so that we can call and verify the dismissal request. Students may only be released to persons whom their legal guardians have listed in Infinite Campus' as persons who can pick their children up from school. All information is online, registration and verification of information is all done online. Please remind your parents to update this information in Infinite Campus through their Parent Portal Account. They can receive assistance from Mrs. Glover our Data Specialist if they need help updating their information or creating a Parent Portal Account.

STUDENT GRADES/PRIVACY

It is important that all teachers adhere to the policy established by the Student Privacy Act. In relation to grades of individual students, the following guidelines must be followed:

1. Student grades can be looked at by:
 - a. The student in question and his/her parent/guardian
 - b. School officials who have a professional need
 - c. Court officials (approved by the principal)
2. Student grades cannot be looked at by:
 - a. Other students
 - b. Other parents
3. In a conference setting with the parent/guardian, the teacher may present the child's grade in a way that blocks names and grades of other students.
4. A teacher must never let students assist in the distribution of report cards.
5. **STUDENTS SHALL NOT BE USED TO GRADE PAPERS, RECORD GRADES IN GRADE BOOKS, AND/OR TO PERFORM CLERICAL TASKS.**

*******THIS MAY CHANGE BECAUSE OF THE ADOPTION NEW GRADING POLICY**

ALL TEACHERS must place their grades in Infinite Campus. **ALL** teachers must keep a record of their grades in a grade book. The teacher can copy the information from Infinite Campus and tape it into their grade books. Grade books are held for seven years. They should be legible and clearly understandable.

It is the teacher's responsibility to evaluate students' work and to grade papers. Students shall be given the criteria for grading at the beginning of the school year and should be kept informed of their progress. **ACADEMIC GRADES SHALL NOT BE REDUCED BECAUSE OF MISCONDUCT.**

Parental Contact

ALL teachers must make weekly parental contact for the following reasons:

- a. Student grade falls **below** a 70 period.
- b. Student is failing the course
- c. Student is misbehaving in class
- d. Attendance issues

Grades of Transfer Students (out of county):

A letter grade of (A, B, etc.) must be converted to a numerical grade to determine semester and yearly averages. Use the numerical grade on the transfer documents or the grading scale shown on the transfer records. If no grading code is shown, use the Richmond County grading scale. A transfer grade of "D" with no grading scale on the transfer record would be recorded as a 73. Use mid-point. Confer with our counselor's office for clarification.

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 a good HOME-SCHOOL RELATIONSHIP through parent-teacher conferences, RTI, IEP meetings, phone calls, notes, newsletters, notices, certificates, awards, etc. Teachers must complete a student failure/parent contact log for students failing EACH NINE WEEKS. Progress reports are made available upon parent request from our front office. They can be used to give parents valuable grade information on a student in between report cards.

The determination of grades is the duty and responsibility of the Teacher. The Teacher is the person most qualified to evaluate student work and for determining grades. Each Teacher will record a true evaluation of every student. Grades will be entered electronically each week into Infinite Campus. The tabs should also indicate subjects (math, science, etc.) so that parents can easily determine grades in the parent internet viewer. Every Teacher is responsible for sending papers home to be signed each week with specific information on student academic performance and conduct.

Progress Reports are given at the mid nine week's period. Do not wait until this time to input grades. Remember to enter weekly. Report Cards are given at the end of each nine weeks. Have parents to sign the report card cover and return the next day.

STUDENT MAKE-UP WORK

Students who miss assignments or tests due to non-attendance to school and/or class shall be allowed to make-up work. It is the responsibility of the parent and/or student to see the teacher, determine the work that must be made up, and turn in that work within one week.

STUDENT MEDICATION

Students may bring their own medication to school, marked clearly with their names and kept in the clinic. The medication must be carried to the clinic before school and picked up after school. 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.

If a student is on prescribed medicine, a copy of the directions for giving the medicine should be given to the nurse in the clinic. The medicine must be left in the clinic and the student sent to the clinic to take it.

STUDENT RECORDS

All records must be kept strictly according to instructions, and must be done accurately. Student records and reports submitted to the office must be turned in alphabetically. All student records are strictly **CONFIDENTIAL. STUDENT RECORDS MAY BE DISCUSSED WITH THE STUDENT AND HIS/HER PARENT OR GUARDIAN ONLY.**

SUPERVISION OF STUDENTS

The teacher is responsible for the constant supervision of students. At no time during the school day should students be left unsupervised.

SUPERVISION & SAFETY

Teachers and/or other staff members shall practice good rules of safety. No one shall climb ladders, hang baskets from ceiling, stand in chairs, or any activity that could lead to accidents and/or injury that would jeopardize you, students, the school or the Board of Education in the loss of service in any way. It is the teacher's responsibility to notify the parent when a child is ill or hurt, and also notifying the school nurse, front office and the Principal.

BATHROOM PROCEDURES

We are extremely fortunate to have bathrooms in our classrooms and don't have to leave our classrooms and lose valuable instructional time to take our students to hall bathrooms. Please be reminded that the classroom bathrooms and the halls space that encase the bathrooms are NOT to be used as storage areas but as bathrooms for our students. The above actions are both safety and fire hazard infractions.

HALLWAYS

ALL STUDENTS MUST BE GIVEN AN OFFICIAL PASS. If a student must go to the office a standard pass is to be used. All information on the pass must be completed by the teacher giving the pass and also signed by the person to whom the student reports

FACULTY/STAFF/TEACHER/PARA ABSENCES/TARDIES

***This applies to all employees that work at Wilkinson Gardens Elementary School (clerical, custodians, nutrition, paras, and teachers, certified support, classified) the leave policy for RCSS Personnel is outlined in detail in Richmond County Employee Handbook.

When a faculty or staff member wants to request any type of leave/absence you must email/request in writing Mrs. Lambert and copy Mrs. Anderson the bookkeeper. Please include the following in your leave request: the date and what type of leave you are requesting, a half or whole day of leave. Once you have received notification from Mrs. Lambert that your request has been approved, please obtain a certificate of absence form from Mrs. Anderson. Please complete sign and complete the certificate of absence. All absences must be recorded on a certificate of absence form.

Please remember that unless it is extreme emergency, we don't have enough personnel to cover classes for personnel to take one, two or three hours of leave. If you have an

appointment please plan on taking a half or whole day of sick or personal leave, whatever is appropriate. Also please don't wait until the day of your appointment to inform the Principal of your absence, please inform the Principal as soon as possible in advance of your planned absence.

Whether it is a planned or unplanned absences, you are responsible for entering your absence in the substitute system and procuring a substitute teacher or paraprofessional for your classroom. If it is an unplanned absence, the staff member must call Mrs. Lambert on her cell at ??????, by 6:45 a.m. the day of your absence unless the illness or emergency occurs after that time. In addition to calling, you must also send Mrs. Lambert an email and copy Mrs. Anderson with the same information required with a planned absence.

If you are going to be late, you should call or text Mrs. Lambert on her cell phone as soon as possible. This section is tied directly to your evaluation standard of Professionalism and will be reviewed to rate that standard. Attendance and reporting to work on time is crucial for efficient and effective school operations and improving student achievement.

I highly recommend that you send your grade chair/team members a separate email to inform them of your absence. I would inform them where important items are located, and identify students who could be classroom helpers for the substitute teacher.

PERSONAL AND PROFESSIONAL LEAVE

Employees may take three (3) days of personal/professional leave if prior approval of the absence has been given by the employee's Principal and if the presence of the employee requesting absence is not essential for effective school operation. Personal or professional leave must be requested in writing for approval by the Principal at least two days in advance. All faculty and staff members are required to sign a certificate of absence furnished by the office. In addition, personal leave will not be granted during the first week of the student school year or during the last week of the student school year, unless the Superintendent or designee, in his or her discretion, determines that such leave should be granted due to emergency or extenuating circumstances beyond the employee's control. The Superintendent may refuse to allow an employee to take personal or professional leave if qualified substitutes are not available. Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons. Professional leave for training and/or professional meetings attended at the request of the school system shall not be counted against an employee's sick leave.

SICK LEAVE

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness in the employee's immediate family. For the purposes of absences for medical and related reasons, members of the immediate family are defined as spouse, children, father, mother, stepfather, stepmother, sisters, brothers, grandparents, grandchildren, father-in-law, mother-in-law, or other relatives living in the home of the employee. Employees may utilize sick leave upon the approval of their principal or supervisor.

Employees absent without accumulated sick leave will have a full day's pay deducted from their salary for each day absent. For any absence in which sick leave is used, the Superintendent or his/her designee shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties. In the event that sick leave is used to care for a member of the immediate family, under the Federal Medical Leave Act an employee will be required to provide a physician's certificate stating that the employee is needed to care for the sick family member. If an employee is absent for three consecutive days of sick leave, a physician's certificate must be furnished.

All absences must be placed into the RCSS Automated Substitute System (Frontline), even if you don't require a sub for your position. Lesson plans and activities should be available in the classroom and easily accessible for the substitute. Emergency plans must be prepared for at least 3 days and given to the Principal or Principal's designee.. These plans will be located in the Front Office.

LEAVE BEFORE OR AFTER A HOLIDAY

Any request for time off before or after a holiday must be accompanied by the approved Certificate of Absence form and a letter that specifically explains why the day off is requested. The certificate of absence must have the signed approval of Mrs. Lambert and 2 weeks in advance to the assigned Area Superintendent for your school. A leave form must be filed and approved by the Mrs. Lambert prior to leave. Unless otherwise approved by the Superintendent or designee, personal and professional leave will not be granted during pre-planning, post-planning, in-service days or on the day before or day after holidays.

Please remember that the above correspondence dealing with leave approval, absences, and personnel should only be sent to Mrs. Lambert, and copied to the bookkeeper Mrs. Anderson. Do not copy the Assistant Principal on this correspondence this is considered personnel and payroll information.

TEACHER MAILBOXES

It is the Teacher's responsibility to check his/her mailbox daily. Teachers should check their boxes in the morning before going to their rooms, at their planning periods, and again in the afternoon before leaving school. Telephone messages will be placed in Teachers' boxes. Mailboxes are located in the main office hallway.

TEXTBOOKS

All textbooks are property of the Richmond County Board of Education. Each student should put his/her name and the school year inside the front cover of each book at the proper place. The media specialist will issue student textbooks as soon as the student arrives.

TKES – Teachers

Duties and responsibilities are evaluated on the TKES. Classroom visitation will be made frequently by the Principal, RCSS District Administrators, RESA, Assistant Principal, and the Academic Support Specialist. Please have an observation desk in an area where we can observe your entire room and also have a copy of your most current lesson plans available for

our review. These visits are made to observe individual pupil performance and ascertain whether students are having learning or behavior problems, to observe the Teacher's performance in the classroom, to observe various techniques and methods of instruction, to analyze the different factors affecting the teaching and learning process, and to use the results of classroom observations to improve the teaching and learning environment. These observations are to improve student achievement and Teacher effectiveness.

Informal and formative evaluations are required for each employee. These evaluations are classroom observations conducted through TKES. Observations are unannounced classroom visits which can up to thirty minutes or longer. The observation report will be provided to the teacher within ten working days.

VISITORS

During the school day, visitors must first report to the office and receive a visitor's pass before entering classrooms. If a visitor comes to the classroom during school hours without a pass, politely refer them to the office. All entrances to the building and classroom doors have signs explaining procedures regarding visitors. Instructional time is valuable. Our students' and school personnel safety is a priority. Do not hesitate to call the office for assistance if someone is interrupting your instructional time.

Teachers should not have guest at school during working hours without approval from the Principal. This includes resource persons, friends, or family members.

ALL VISITORS MUST REPORT TO THE OFFICE UPON ARRIVAL – NO EXCEPTIONS!

UNAUTHORIZED SIGNATURES/REVIEW OF COMMUNICATION

DO NOT sign the principal's name or any other staff members name to any form or document. This is forgery. All school related communication and documentation must be approved by the Principal before it is disseminated to faculty and staff, district, parents, students or the public. This also applies to the front office staff, Assistant Principal, Academic Support Specialist, Media Specialist, and the Guidance Counselor.

VALUABLE ITEMS

Teachers should never leave valuable items or money in their desk or rooms.

ZONING

The principal of the school is responsible for enforcing the zoning policies. Please report to any suspected zone violations to the Principal.