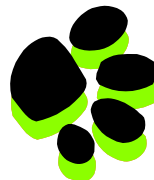
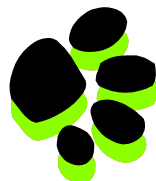


**TERRACE MANOR
ELEMENTARY**

Faculty & Staff Handbook

2018-2019



**TERRACE MANOR ELEMENTARY
FACULTY / STAFF HANDBOOK
2018 – 2019**

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TERRACE MANOR ELEMENTARY

Purpose

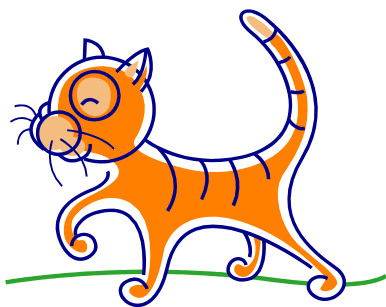
The purpose of this handbook is to provide for the faculty and staff of Terrace Manor Elementary School policies and procedures necessary to conduct the daily operation of the school. It is not intended to be all inclusive, but will answer many questions that may arise as well as make policy information available to you. This handbook is provided as a supplement to the Richmond County Teacher Handbook, Elementary Guide, and Central Office directives. Please keep it available for reference during the school year. Any suggestions for improvements, changes, additions, or deletions are welcomed and should be forwarded to the principal in writing.

Mission

The mission of Terrace Manor Elementary is to focus on students' learning, empowering them with skills and knowledge to become productive citizens, regardless of socio-economic, gender, or cultural diversities. We strive to create self-awareness through social skills, recognizing emotions, as well as physical and mental capacities. We seek to provide a safe and comfortable environment. We strive also to promote positive and cooperative behaviors that will lessen the desire for negative conflict.

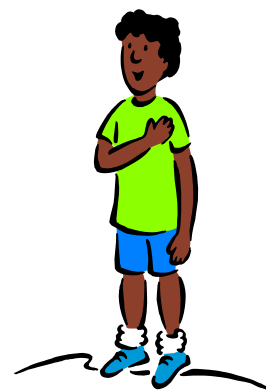
School Pledge

*I pledge to do my best,
In reading, math and all the rest.
I promise to obey the rules,
Respect myself and others too.
I am here to learn all I can,
To try my best and be all I am.*



Terrace Manor Tigers...

Respect everyone.
Always use appropriate language.
Settle conflicts peacefully.
Take care of personal & school property.
Follow the dress code.
Represent our school, community, and selves in a positive way.
Always strive for excellence!





RICHMOND COUNTY BOARD OF EDUCATION GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 75 – 79

D = 70 – 74

F = Below 70

RICHMOND COUNTY BOARD OF EDUCATION HONOR ROLL POLICY

Nine Weeks Honors Recognition

ALL “A/B” ACADEMIC ACHIEVEMENT HONOR ROLL

“A” or “B” in each subject area and “S” in all categories requiring “S” or “U” grade with the exception of conduct.

ALL “A” ACADEMIC ACHIEVEMENT HONOR ROLL

“A” in each subject area and “S” in all categories requiring “S” or “U” grade with the exception of conduct.

Annual Honors Recognition

“A” AVERAGE

Criteria met first through fifth grading period: overall average of 90-100 with the exception of conduct. A student who made grade/grades below 80 could still have a yearly overall average of 90 or above.

ALL “A/B” ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria met first through fifth grading period: “A” or “B” in each subject and “S” in all categories requiring a grade of “S” or “U” with the exception of conduct.

ALL “A” ACADEMIC ACHIEVEMENT HONOR ROLL

Criteria met first through fifth grading period: “A” in each subject and “S” in all categories requiring a grade of “S” or “U” with the exception of conduct.

DISTINGUISHED SCHOLARS

“A” in each subject area and “S” in all categories requiring “S” or “U” including conduct.

ACHIEVEMENT AWARD

PTA NEWS

We anticipate enjoying an active Parent Teacher Association with high attendance at scheduled meetings and opportunities for all parents to participate in the education of their children. Our goal is to have 100% PTA membership which is defined as one membership per child enrolled in the school as well as a membership for every faculty / staff member. We encourage family, friends, and loved ones to join our PTA as well as parents and faculty. The membership fee is only **\$5.00** for an individual. Tentative dates for meetings are listed below. Please be sure to mark your calendars for **6:00 PM** on each of these meeting dates.

PTA Meeting Dates (dates are tentative and subject to change. Watch website and newsletters for information)

September 17

March 11

October 15

April 22

December 10

[May 2018 \(Election of Officers\)](#)

February 18

STANDARDIZED TESTS See School calendar

To provide teachers with a better understanding of each child's strengths and weaknesses, standardized tests of achievement, readiness, and mental ability are administered countywide during the fall and/or spring of the year at various grade levels. Results are available for parent review and are filed in student cumulative records. Parents are urged to discuss the test results with the teacher or principal during a conference and to actively participate in planning learning experiences to meet their child's needs. Please support your child's achievement by following the suggestions below to assist us in providing the best testing environment possible.

1. Be sure your child gets adequate rest the night before tests are to be administered.
2. Be sure your child eats a healthy breakfast.
3. Have your child dress comfortably in uniform.
4. Make sure your child is on time and attends school every day.
5. Be sure your child has his/her glasses, if needed.
6. Be sure your child has a supply of number 2 pencils with erasers.
7. Please avoid overemphasizing testing sessions.
8. Please avoid scheduling any appointments for your child before noon on test days.

SCHOOL POPULATION AND ENROLLMENT

Terrace Manor Elementary School serves Pre-Kindergarten through 5th grades and has a projected enrollment for 2018- 2019 of 455 students. All students attending Terrace Manor must reside with their parent(s) or legal guardian(s) within the school zone designated by the Richmond County Board of Education. During the first semester of the school year, students who are determined to be residing outside the school zone will be withdrawn from school at the end of the current grading period.

MINIMUM HOURS FOR EMPLOYEES

Teachers are expected to work an eight hour day (State Standard, G 13.2). Richmond County policy requires teachers to be at work from **8:15 AM** through **4:15 PM** each day. **Terrace Manor Elementary teachers are expected to be at their doors to receive students at 8:15.** Teachers are expected to remain on campus during planning periods and use their time for developing lesson plans, parent conferences, teacher meetings, and completing reports.

Paraprofessionals are expected to work a seven hour fifteen minute day and are to report to their classroom by 8:15 AM unless on morning duty. If you have breakfast duty, you are expected to be in your classroom by 8:20 AM unless there is a delay in breakfast. Each paraprofessional is also allotted 30 minutes for duty free lunch and is expected to work with his/her teacher to arrange a

convenient time. The workday for paraprofessionals serving breakfast duty ends at 3:00 PM. For paraprofessionals who have afternoon duty, the workday ends at 3:30 PM.

EMPLOYEE SIGN IN / OUT PROCEDURES

Signing in and out daily is Richmond County Board of Education policy. The electronic computer sign in – out program is located in the main office.

Please do not schedule appointments during instructional time and expect to be allowed to leave. If you have appointments you will need to take a ½ day of leave. This policy will be strictly followed. The same rules apply for funerals and any other errands. If you leave the building you will be charged for ½ day.

A staff member must not leave for any reason without:

1) obtaining approval from principal, 2) informing the grade level / department chairperson and, 3) signing out with the bookkeeper.

KEYS

Each teacher will be issued a key to his/her classroom. Teachers are expected to exercise the utmost care and security of school keys. Non-school personnel should not be allowed to use your keys nor should duplicates of any school keys be made without administrative approval. The office must have keys or combinations for any locks you are using in your classrooms.

PERSONAL PHONE CALLS

Except for emergencies, all telephone messages will be placed in staff members' mailboxes. Persons requesting to speak directly to an employee may be asked questions to determine whether or not the call warrants calling the employee to the phone. Please limit calls to five minutes and use the telephone in the teacher's lounge for all personal calls. Any long distance calls must have the approval of the principal.

PERSONAL DELIVERIES

The office staff has been instructed not to sign for or call employees to the office to sign for personal items that have been shipped to the school. Please arrange for personal orders to be shipped to your home.

TEACHER ABSENCES

The Richmond County Board of Education sick leave policy is outlined in detail in the Richmond County Board of Education Teacher Handbook. All employees should become familiar with this policy. If it is necessary for you to be absent from school, record the appropriate message with subby as soon as possible (**no later than 5:00 AM** of the day you are to be out) **and** call Mr. Lee (706-339-4455) or Ms. Darrisaw **no later than 6:00 AM** of the day you are to be out. **You are encouraged to select a sub from the approved list and make arrangements with the sub prior to calling subby.** When it is absolutely necessary to schedule an appointment on a workday,

please try to avoid Monday or Friday. In addition, avoid scheduling appointments after school on days when faculty meetings or professional learning sessions are scheduled.

When a staff member is absent from school, he or she will be required to sign a certificate of absence. A doctor's certificate may be required by the principal at any time deemed necessary. If the absence exceeds three consecutive days, a doctor's certificate is required. Employees absent without accumulated leave will have a full day's pay deducted from their salaries.

PERSONAL LEAVE

Personal leave must be requested in writing for approval at least five days in advance and will not be approved on preplanning days, staff development days, post planning days, and days immediately preceding or following regularly scheduled holidays. Submit requests to principal as soon as you know you will need to be absent.

LESSON PLANS

Lesson plans must be stored in a standard notebook provided by the office and submitted to principal before leaving each Friday afternoon. (Note: We prefer electronic e-mailed lessons plans as we file them electronically on disks). Plans should be organized for easy, effective use by a substitutes as well as the teacher. Plan books should include seating charts and special needs instructions for specific learners. Grade levels / departments are to discuss and coordinate plans during team planning / professional learning time. Lesson plans must be more than simple assignment notations and must include the **general topic of study, instructional strategies and procedures, assessment methods, student assignments, and the appropriate Georgia State Standards**. Lesson plans will be collected by the administration at the end of the school year. **Lesson plan books should be kept on the desk or in an obvious location for quick review by an administrator during classroom observations.**

EMERGENCY SUBSTITUTE PLANS

All teachers must complete a **substitute folder** to be **filed in with weekly lesson plans during August 18, 2018** Place in the substitute folder any information the substitute will need in order to function effectively in your class.

Example:

- Name and room number of grade level / department chairperson
- Daily schedule
- Class roster
- Emergency lesson plans for three days (update at regular intervals or after use)
- Student groupings – Identify students with special needs.
- Seating charts
- Location of lesson plan book
- Duties and duty stations

Remember to update your emergency plans after use by a substitute!

PARENT CONFERENCES AND CONTACTS

Regular contact with parents is an essential component of our instructional program. Teachers are expected to make at least one positive contact (in person or by phone) with each of their parents

within the first week of school. Weekly progress reports should reflect not only problem areas but positives as well. Do not wait until the end of the nine weeks period to notify a parent that a child is failing or not working up to his/her potential. Contact parents early so there will be no surprises. Signed papers will go home each Tuesday in the students TIGER folder, however if there is an unusual or sudden change in a child's academic performance or behavior, contact the parent immediately.

When a conference with a parent is needed, it should be arranged and scheduled during planning time, before school, or after school at the teacher's discretion. Each fall and spring we will release students at 1:00 PM on two days for parent conferences. Each teacher is expected to make every effort to conference with the parent of each student in his / her class. Notices will be sent home at least two weeks prior to the conference dates. Teachers are to establish a schedule of conferences, notify parents of their conference times, call any parents who do not respond to the letters sent home with students, and complete a conference schedule for the office staff prior to the date of conferences. During the fall conference, teachers should complete and share the **Parent Conference Student Progress Review** for each student, provide parents with a copy and file a copy for review in the spring. Other information to be shared includes

- Accelerated Reader Progress
- iREADY Math and Reading results
- Class work / Homework Performance
- Benchmark results

Each parent should receive a **Parent Evaluation Form** at the end of the conference and place the completed form in collections boxes at the main entrance and cafeteria entrance to the building. Following completion of all conferences, teachers should complete the **Teacher Evaluation Form** and **Conference Statistics Form** to be submitted to Ms. Johnson. Early release days scheduled for the 2017-18 school year will be posted at a later date.

Keep notes on all contacts with parents and be courteous and professional at all times. **All outgoing communication must be approved by the principal.**

***Teacher Keys Evaluation System (TKES)**

(This evaluation program is strictly correlated to the Georgia Performance Standards and to receive a satisfactory credit, **there must be evidence of the standards.** We encourage you to follow your TKES handbook.

Classroom observations will be conducted utilizing the teacher keys evaluation instrument. The observations are both unannounced and announced classroom visits of fifteen minutes or longer. The observation report will be provided for the teacher within five working days. Teachers are to sign the observation form and return the form to the observer.

Two walk through and one formative observation for all certified teachers (except induction teachers) will be held before the end of the first semester. Also, the same requirement for the second semester is in effect. Some teachers have a flex plan.

Duties and responsibilities are evaluated on the Georgia Teacher Duties and Responsibilities Instrument. Deficiencies in this area will be documented and written notification will be given to the employee.

An annual review based on information gathered through observations is required by the state. Teachers are to sign the annual review and return it to the administrator. Comments may be attached if the teacher wishes to do so.

REPORTING CHILD ABUSE

Georgia law (O.C.G.A. 19-15-2, State Standard J2.1.1e) requires all persons who suspect child abuse/neglect to report it to the proper authority which is the Department of Family and Children Services (721-3000). **As the law relates to school institutions, it identifies the observer as a mandated reporter who is responsible to report suspected abuse / neglect directly or cause it to be reported via the building supervisor. Reports must be made no later than 24 hours from the time there is reasonable cause to believe a child has been abused.** Notifying a counselor and/or administrator **does not fulfill** teacher responsibility for reporting suspected child abuse/neglect. Any person or official required to report a suspected case who knowingly and willfully fails to do so shall be guilty of a misdemeanor and upon conviction thereof shall be punished for a misdemeanor. The teacher will also be reported to the Georgia Professional Standards Commission for a review of his/her credentials.

The procedure to follow for reporting suspected child abuse/neglect is as follows.

1. Obtain and complete a *Suspected Child Abuse Referral Form* from Ms. Hill in the office.
2. If the report is made directly to the Department of Family and Children's Services, **the report must also be made to the principal.**
3. Return the completed form to Ms. Hill for dissemination to the superintendent, board attorney, and Public Safety. A copy will also be filed in the office.

REPORTS / PAPERWORK

Accuracy and adherence to due dates are expected. Lists of names, records, etc. should always be kept in **alphabetical order. Grade books, roll books, and lesson plans are considered official documents and the property of the school. Guard the security of these items at all times.** Electronic grade printouts do not replace the grade book but should be included as supplemental documentation.

EXTRA DUTY ASSIGNMENTS

Teachers and paraprofessionals will have duty assignments on a scheduled basis including breakfast duty, afternoon bus duty, recess duty, lunch duty, etc. These assignments may or may not be on a rotating basis. All duty schedules are prepared by the principal or his designee and will be distributed separately with specific instructions.

GRADE LEVEL / DEPARTMENT MEETINGS

Grade level teams are expected to meet every FIRST Monday K-2 and Tuesday 3-5 during your planning period. The purpose of these sessions is to coordinate subject matter, develop instructional strategies, assist each other with disciplinary concerns, and discuss student needs including Student Support Team referrals. Administrative staff will meet with each team as requested and reserves the right to visit scheduled meetings. **Meeting logs** should be kept and will be turned in to the principal or designee weekly through One Drive. Parent conferences and

contact logs will also be documented in the meeting log for reference during RTI / (SST) and completion of Appendix C at the end of the year.

The principal will meet with each grade level on the FIRST Monday or Tuesday during your planning period.

FACULTY MEETINGS

Regular faculty meetings will be held on the third Thursday of each month. Meetings will begin at 3:30pm in announced areas. An agenda will be provided for each meeting. Any teacher having an item to include on the agenda should submit it in writing to the principal at least two days prior to the scheduled meeting. Teachers should maintain a file that includes copies of agendas and other handouts provided during these meetings in their data notebooks for future reference.

PROFESSIONAL LEARNING

Professional learning will address assessed needs as determined by school improvement plans, surveys and county plans. Professional learning sessions will occur during each teacher's assigned planning period or afterschool Thursday. Afternoon sessions will begin at 3:30 in varied locations and will be devoted to study group sessions, review of student work, planning, and other activities related to our instructional program. Additional half day and full day sessions may be scheduled as needed. Collaborative planning should occur weekly as a grade level.

Teachers should refer to Business Plus for the course list published by the Staff Development Department for fall and spring semesters. On-line registration dates will be announced. Teachers are encouraged to take advantage of these opportunities. In addition, teachers will receive opportunities to complete Professional Learning classes and earn credits on site through participation in study groups.

A school professional learning file will be maintained for each teacher. It is the teacher's responsibility to furnish the school with information on college or professional learning courses taken. This includes any activity, the number of hours or PLU's earned, and the grade issued.

AUDIOVISUAL EQUIPMENT

Portable Promethean Active Board, ELMOE's, Televisions, DVD players, and projectors are available from the media center for daily checkout. Due to the limited number of these items, they must be requested in advance and returned to the media center at the end of the day of checkout. Please make sure the media specialist is aware of any repair needs.

TEXTBOOKS

All textbooks should be covered and properly cared for. Teachers must take an accurate inventory of all textbooks for which they are responsible at the beginning and end of each year. Any losses should be reported immediately to Ms. Johnson for pricing and a parent letter. The loss must be noted on the teacher's textbook inventory form.

Classroom teachers will assign textbooks to students in sets recording the student's name and book number with the teacher's initials. The year and the condition of the book should be recorded in the space provided on the front inside cover. Each teacher should complete the Textbook Record

Sheet by recording the required information for each student issued books. The Textbook Record Sheet should be used to record any activity (loss, damage, charges, return, etc.) concerning the books throughout the school year. Each teacher will complete a Teacher Textbook Inventory Form indicating the total (by title) of books distributed from or stored in his/her classroom. Students should cover books to prevent damage, and teachers should initiate periodic book checks to monitor loss and damages.

Textbook Prices

Textbook	Kindergarten	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5
Trophies Reading/LGA	N/A	N/A	N/A	N/A	\$44.95	\$45.25
Practice Book	N/A	N/A	N/A	N/A	\$7.95	\$7.95
Harcourt Math	\$20.90	\$29.50	\$29.50	\$53.55	\$53.55	\$53.55
Workbook	\$7.50	\$7.99	\$7.99	\$7.99	\$7.99	\$7.99
Social Studies	N/A	\$24.96	\$24.96	\$28.95	\$37.80	\$35.97
Activity Book	N/A	\$2.97	\$2.97	\$3.99	\$5.48	\$5.25
Harcourt Science	N/A		\$33.79	\$37.72	\$37.72	\$41.62
Being Healthy	N/A	N/A	N/A	N/A	\$21.15	\$21.93

HOMEWORK POLICY (Note) It is very important that you follow the guideline as printed on the homework policy. Homework counts as one test during the nine week period.

In an effort to reach common ground, homework has been defined by a committee of teachers as: An assignment given by a teacher to a student to be completed during times when formal instruction is not presented. The assignment may consist of reading, writing, speaking, observing, drawing, constructing or collecting. It may require detailed preparation or mere observation of a particular event. In all classes it should be related to a specific learning objective and should, therefore, be completed by the student with minimal parental influence.

The Richmond County Homework Policy will be followed. Parents are given a copy of the policy at registration. Homework should be assigned consistently Monday-Thursday in the following amounts.

K-3 15 to 40 minutes 4-5 30 to 60 minutes

Teachers should be aware of the requirements of the policy and should implement an evaluation process for homework assignments. Routine homework will not be assigned a letter grade or numerical grade but completion of assignments over a period of nine weeks may count as one test grade.

ENTERING AND WITHDRAWING STUDENTS

All new students will be registered through the office. After completing the necessary registration forms, the students will be assigned to a class.

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 as directed in the *Elementary School Guide for Teachers* and return the entire completed form to the office staff no later than 2:00 PM on the date of withdrawal. **Do not separate the form before returning it to the office.** Be certain that the cafeteria manager and media specialist have cleared the student before submitting the form to the office. If the student receives Special Education services, the report should indicate both the exceptionality and the number of segments, i.e. SLD Resource, 5 hours/week.

The final step in the withdrawal process is completion of the student's cumulative record. The teacher should complete the entrance and withdrawal record providing the appropriate address, dates, and reason for withdrawal in black ink. The teacher should complete the scholastic record section in pencil for the period of time the student was at Terrace Manor during the current academic year.

ILL STUDENTS

Students who become ill should be sent directly to the office **with a nurse's note**. Each teacher is issued a bag with gloves and band-aids. Do not send students to the office for band-aids.

ADMINISTRATION OF MEDICATION

It is the policy of the Richmond County Board Public Schools that all children's medicine and/or medication should be administered by a parent at home. Under exceptional circumstance, medicine and medication may be administered at school. The Administration of Medicines/Medication form must be completed by the parent. All medicines/medications should be delivered to school by an adult in the original pharmacy container with the label. All medicines/medications will be kept in the clinic and administered by a delegated staff member.

COLLECTION OF MONEY

All activities requiring the collection of money or contractual agreements involving money must have advance written approval and clearance from the principal before parents are notified and money is collected. Once approval has been obtained, teachers may notify parents through newsletters or field trip permission forms of intended activities. **Be sure to specify a cut-off date for collection of funds** so that activities or trips may be cancelled if necessary due to lack of participation.

DO NOT COLLECT MONEY WITHOUT PROVIDING A RECEIPT.

DO NOT SEND MONEY TO THE OFFICE BY STUDENTS.

DO NOT LEAVE MONEY IN YOUR CLASSROOM OVERNIGHT.

DO NOT TAKE COLLECTED MONEY HOME.

TEACHER EVALUATION / RECORDING OF PUPILS' ACADEMIC WORK

Grading is the duty and responsibility of the classroom teacher and should reflect the report card grading scale. The teacher must be certain that a grade can be adequately explained and supported before it is issued. The following guidelines should be followed.

1. Evaluating students is a very important and difficult task and calls

- for our best professional judgment.
2. It is not accurate and therefore not acceptable to average numerical averages (percents) unless each activity or test contained the same number of items.
 3. Grades should be analyzed to determine their validity. For instance, if the majority of students do poorly on an exam, it is appropriate to disregard that grade, determine the problem, and work to remedy it (reteach, construct new test, etc.) and then retest.
 4. **Each teacher is responsible for maintaining an accurate, up-to-date record of grades in the grade book provided by the county. Note: Infinite Campus is to be maintained by all teachers in addition to the grade book.**
 5. Each entry in the grade book must be dated and briefly described.
 6. There must be sufficient grades upon which to determine a nine week grade.
 7. **A detailed explanation of the grading system used must be approved by the administration and taped inside the cover of the grade book.**

The following items should be considered when determining a student's final grade.

1. Each report card has an explanation of the grade, scale, conduct and work habits. Assign only this scale, comment code or marks when completing the report card. There are no minus grades.
2. All grades must be obtainable. A teacher cannot refuse to give a 100 upon the reasoning that no one is perfect.
3. **Academic grades cannot be reduced because of misconduct.**
4. Any student caught in the act of cheating should be assigned the appropriate discipline / punishment and be given the opportunity to redo the assignment in question.
5. Do not give a zero as a test grade when a pupil is absent. Teachers should follow the guidelines for make-up work in the *RCBOE Student Code of Conduct and Discipline*.
6. Grades are not given in attendance or "attitudes and habits." However, a child's work habits can be addressed through the codes on the report card.
7. Grades are assigned in respect to the material presented or assigned in the classroom.
8. Teachers are encouraged to comment freely on report cards, so that parents and students will understand areas of strength and weakness. However, **comments should be made in a professional and positive manner.** See the *Elementary School Guide for Teachers*, pages 87-90 for samples.
9. When a teacher determines that a student is in danger of failing a subject or "at risk" for a subject, **the parent should be notified** as soon as possible and a parent / teacher conference held to discuss the matter.
10. The score of numerical grades is from 0 to 100. Giving extra points which cause the numerical grade average to rise above 100 is not allowed.
11. The teacher should sign each student's report card each nine weeks.
12. Mid nine weeks progress reports will go home the Wednesday of the fifth week of each nine weeks. Teachers should indicate academic grade status at that

- point with E, S, N or U and conduct grades with E, S, or U. **If there is a significant drop in a student's grade before report cards go out, the teacher should contact the parent and discuss the change.**
13. Signed papers will go home every Tuesday.

RICHMOND COUNTY GRADING SCALE

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

NON-INSTRUCTIONAL ACTIVITIES

Non-instructional activities which may occur are school picture day, restroom breaks, parades, etc. Instructional time, time on task, and time management are the responsibility of everyone. Please avoid requests that are not essential.

Do not request students from another class for non-instructional purposes and do not keep students from another teacher's class without prior approval. Do not tell students to ask other teachers to release them from class for activities related to your class.

SMOKE FREE ENVIRONMENT

Smoking is prohibited on Board of Education property and / or while on duty. Teachers are to refer to the *RCBOE Employee Handbook* for specific information and for specific penalties for non-compliance. In the best interest of the health of students, faculty, and staff, the policy will be enforced.

STUDENT ATTENDANCE

Teachers are expected to record attendance in their roll books daily. Daily attendance forms are to be delivered to the office by 8:45am each morning.

Students who are absent from school are required to bring an excuse for the absence their first day back at school. Please send the excuses to the office with your daily attendance report. **Teachers must call parents of all absentees** even if contacting the parent at work is required. Parental contact must be made.

EARLY DISMISSALS

A written note signed by a parent or guardian is required before a student may be excused from school early. The note should indicate the teacher, date, time to be dismissed, parent's telephone number, and name of the individual picking up the child if different from the parent. All excused students must come to the office and be signed out by a parent or guardian before they leave school. In emergency situations, the office staff will sign a student out and notify the student's teacher.

TARDY POLICY

RICHMOND COUNTY BOARD OF EDUCATION TARDY POLICY GRADES K-5

10 Unexcused Tardies - 1 Absence

15 Unexcused Tardies - 2 Absences

20 Unexcused Tardies - 3 Absences

1st Tardy

Letter sent home to parents explaining the Tardy Policy

5th Tardy

The parent must bring the student to school the next day and have a conference with the principal. The Tardy Policy will be explained to the parent, and parents will sign a letter that states that they understand the policy. Continued tardiness may result in the student being retained if twenty-four illegal absences are accumulated per school year.

8th Tardy

A second letter will be sent home and a Social Worker and/or DFACS will be contacted and requested to contact the parent. The parent must bring the student to school the next day for a conference with the principal.

10th Tardy

One-day suspension with a letter sent home.

15th Tardy

Two days suspension with a letter sent home. A Social Worker will be sent to the home.

20th Tardy

Three days suspension with a letter sent home.

If a student accumulates ten unexcused absences from school, the student may be retained. If the student transfers to another Richmond County School, unexcused absences / tardies will follow the student.

EMPLOYEE APPEARANCE

Statement of Policy

The Board of Education recognizes that teachers and other professional educators are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect students and parents. Teachers and staff are expected to dress in a professional and appropriate manner that will be most conducive to the educational environment. Employees should be clean, neat, well groomed and dressed in an appropriate manner for their individual work assignments. 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 attire. Good judgment and common sense should be used in choosing appropriate attire. The responsibility for determining appropriate grooming and dress shall be placed under the supervision of district and school level administrators. As a general rule, shorts,

sweats, and warm up suits are not appropriate dress. Exceptions would be physical education, field days, special dress days and field trips when special attire is required.

Minimum Dress and Grooming Standard

The minimum dress and grooming standard for employees shall meet or exceed the standard required for students in Policy JCDB of the Uniform Code of Student Conduct.

Employees are expected to be familiar with the student dress code, to enforce it and to meet or exceed its standard in their professional dress and grooming.

The following items are considered appropriate attire:

Men

Shoes with socks	Ties	Slacks
Short/long sleeve collared shirts	Sports jackets/suits	Crew/Mock/Turtleneck shirts
Polo/Golf shirts		

Women

Shirts/blouses tucked in when appropriate	Slacks
Skirts/dresses (**appropriate length)	Suits
Denim dresses/skirts	Knit shirts
Coordinated Capri Pant Suits (mid calf)	

**Length guideline – Length not more than 2 ½” above knee (mandatory)

The following dress is NOT considered appropriate attire:

Shirts not tucked in (men)	Leotard type – stirrup pants
Mini skirts/dresses	Leggings/leotards
T-shirts (men/women)	Shorts or dress shorts (men/women)
Revealing garments	Skorts
Tight fitting clothing	Flip flops
Blue jeans (pants)	
Jogging/sweat suits (permitted for physical education ONLY)	

- * There will be general exceptions for dress made for special areas of instruction and events, such as physical education instruction, field trips, spirit day, etc., made by the site supervisor.
- * Athletic shoes are NOT allowed to be worn during PTA, or any activity leaving school site unless receiving prior permission from site supervisor (i.e. field trip to Phinizy Swamp).
- * Ties are preferred at scheduled parent/teacher conferences, PTA and any formal activities at the school or in the community.
- * Failure to adhere to this policy will be reflected on the TKES under Standards 9 and 10.

TELEPHONES

Teachers are asked to use the telephone provided in the Teacher’s Lounge for personal calls, **NOT CELLPHONES** for school business, and to check on absentees. The principal must approve all long distance calls. Please see the secretary to make calls requiring directory assistance. Limit cell phone usage. There should be **NO cell phone usage in the classroom for personal reasons**. Cell phone usage for personal reasons during inappropriate times in the building could be reflected

on TKES under standard 10. Students should not use cell phones or Bluetooth devices in the school building.

STUDENT SUPPORT TEAM

Teachers should make efforts to meet the individual needs of students. Students who are experiencing serious academic adjustment or behavioral difficulty should be referred to the Response to Intervention RTI, (Student Support Team SST). The Response To Intervention RTI (Student Support Team) is to be used as an opportunity to explore alternative approaches in dealing with students and should not be considered as a referral for psychological testing. The RTI (SST) is a function of Terrace Manor Elementary School and is not the responsibility of the special education department or psychological services. Ms. Johnson will coordinate the school's RTI. Any student who is failing language arts, math, or any two subjects at the end of the first nine weeks must be referred to RTI before Thanksgiving Holidays. Teachers should complete RTI pages 1 and 2 and document interventions and results prior to requesting a formal RTI meeting.

GIFTED AND TALENTED STUDENTS

Richmond County provides programs for all qualifying system students in grades K-12 who exhibit superior performance, advanced learning needs and demonstrate higher-level motivation and creativity. The identification process uses multiple criteria as mandated by the Georgia Board of Education.

Students may qualify on mental abilities and achievements or on three (3) of four (4) components, which include mental abilities, academic achievement, creativity and motivation or mental abilities alone for grades K-2.

EXAMPLES

Grades 3-12

1. John has the required total mental abilities score of 96th percentile and an achievement score at the 90th percentile. He qualifies for placement.

Grades K-12

2. Mary has the required mental abilities component score at the 96th percentile but not the 90th percent on achievement. She will be given a test of creativity and rated on motivation. If creativity and motivation meet requirements of the 90th percentile, Mary will qualify for placement. Mary could qualify if her mental ability test was not high enough but achievement scores, creativity, and motivation were. Other combinations of the four components are possible.

Grades K-2

3. Students in K-2 who score at the 99th percentile composite score on a mental abilities test will automatically qualify on that score alone.

An automatic referral process requires all schools to screen intelligence and achievement test scores on their students twice annually for referral purposes. Parents, peers, teachers, principals or counselors of the student may also refer students. Referrals are solicited in May for August testing and in November for testing in January. Gifted Program personnel notify parents of referred students of test dates two or more weeks in advance.

Students entering the system who had prior placement in a gifted program will be placed at once if they meet Georgia Department of Education eligibility. Gifted Program staff will evaluate those who do not have the required eligibility documentation.

Written parental consent must be on file before students are evaluated. Parents receive a written report of evaluation results and are offered an opportunity to discuss the results with program personnel.

Written parental consent for placement must be on file in the gifted program office before students are allowed to participate. Qualifying students in K-8 are enrolled in a five-hour per week resource program that provides thematic units of study. Parents receive a progress report three times per year. Students in grades nine through twelve participate in Advanced Placement or higher-level courses for one or more periods per day. A facilitator certified in gifted education, works with students and their teachers to develop a plan for completion of a project in each student's area of interest. Students, general education teachers, gifted program facilitator and parents sign a contract. Gifted endorsement is received on the transcript.

Parents are invited to an annual review to evaluate the student's progress in the program and are provided the Curriculum Focus for the coming year.

Continuation in the program will be dependent upon maintenance of an overall 3.5 GPA in academic classes, satisfactory performance in both regular and gifted classes, motivation and behavior, attendance, attitude and completion of all assigned tasks. Students who meet these conditions will automatically continue in the program. Students who do not meet these terms at any time during the school year will be allowed a six weeks probationary period. If satisfactory improvement is not shown, the student will be removed from the program. Parents will be notified by letter at the beginning and end of the probationary period. Students who leave the program will be reassessed and must meet current criteria for reentry.

CLASSROOM APPEARANCE

Teachers should make their classrooms clean, comfortable, and conducive for learning. Care should be paid to details that are necessary for clean, neat rooms. Bulletin boards and wall displays should be current, reflect content under study, and include student work with teacher commentary. **Windows in classroom doors are not to be covered and doors are not to be locked.** Before dismissal in the afternoon, please have students pick up books and paper from the floor. **Be sure to check windows and exterior doors to ensure that they are closed and locked.**

CONFIDENTIALITY / PERMANENT RECORDS

All discussions/comments concerning a student are confidential and should involve only persons directly involved with that student. Comments concerning a student's behavior, academic progress, manners, parent/home situation, etc. should never be made in a casual setting such as the teacher's lounge, over lunch, or in the presence of students, parents, or anyone else not directly involved with that student.

No information from a permanent record or a cumulative record is to be given to anyone at any time without approval from the administrative staff. This also includes the dispersion of

information to parents. Teachers may only view records of students they instruct or work with directly unless involved in a Student Support Team meeting. We ask for your cooperation in this matter for your protection.

Teachers are responsible for maintaining permanent records for all of their homeroom students. Any missing information must be obtained from the appropriate schools. Do not wait until the end of school to attempt to obtain needed information.

Permanent records are not to be removed from the office! Use the work room or office conference room when working on permanent records.

The following procedures must be followed when working with student records.

- ✓ Use only a permanent black ink pen.
- ✓ Make sure enrollment and withdrawal information is complete, accurate, and current.
- ✓ Special attention should be given to students' most recent place of residence, birth date, place of birth, and legal guardian's names.
- ✓ Should you receive a folder from another school within the Richmond County System containing two or more records, please compile information on the earliest record making it complete and then destroy the duplicate record.
- ✓ If you receive a record from another system or state, make out a new record on the Richmond County permanent record card and retain the other system's card in the file.
- ✓ Request for records cards should be turned in to the office within two weeks of a new student enrolling in a class. Please do not mail these cards yourself. This allows the administrative staff to maintain accurate listing of requested records. If records are not received within three weeks, submit another completed records request card.

MAILBOXES

A mailbox is maintained in the office for each teacher. Please check your mailbox personally upon arriving at school, before leaving in the afternoon and during planning time. Do not send a student for the contents of your mailbox. Messages and notices are often placed in your boxes that are not for student knowledge.

FACULTY LOUNGE

Students are not permitted in the faculty lounge at any time. Refrigerators and a microwave are provided for your convenience. It is the responsibility of individual staff members to ensure that they are clean and well maintained. Please refrain from cluttering the lounges.

ANNOUNCEMENTS

Each morning will begin with a school-wide moment of silence. The daily announcements will follow. All staff and students are expected to give respectful attention, and there should be no activity during this time. Teachers should not dismiss students from class or send them on errands until announcements have been completed.

SCHOOL PURCHASES

All purchases for the school must have prior approval from the principal. Check with the office for the procedure to be followed.

FIELD TRIPS

The only type of field trips allowed during the instructional day are trips that are instructional in nature and meet instructional objectives as listed in curriculum guides. Such trips should be part of specified instructional units and support content under study at the time of the trip. All field trips must have the principal's approval in writing prior to information being sent to parents. Necessary forms and documents are available in the office. Please check with the principal about dates before scheduling field trips.

Trips during the school day for rewards and only for selected students will not be approved. All students must be able to attend regardless of ability to pay. Extracurricular clubs/organizations are not to pull students during the day for what might be considered field trips. These trips are to be after school or on the weekend or holidays.

Overnight trips are possible but require board approval and extensive paperwork. Please coordinate with the principal before making any commitment to parents or out of town sites.

Required forms for field trips/transportation should be completed and submitted to the principal at least four weeks prior to the date requested. The lunchroom manager must be notified two weeks in advance if a class will not return to school in time for lunch. This allows time to plan for required sack lunches.

All field trip participants must complete the proper release form as prepared by the school board attorney. Every student must receive a field trip permission form to take home. **Be sure to establish a clear deadline for submitting the form and the requested donation. DO NOT SEND HOME PERMISSION SLIPS UNTIL YOU HAVE RECEIVED APPROVAL FOR THE FIELD TRIP.**

ASSEMBLIES AND GUEST SPEAKERS

Guest speakers and assembly programs that support our mission of empowering students to become productive students are encouraged. All assembly programs and guest speakers must have the prior approval of the principal. Please submit requests/plans at least two weeks in advance.

PARTIES

There will be a Christmas Party and an End-of-School Party for each class from 1:45 – 2:45 PM on the last day before the holiday or summer vacation.

GRIEVANCE PROCEDURE

An individual principal, teacher, or any other employee of the Board of Education who considers himself unjustly treated shall have the right to file a written statement. Consult the *Richmond County Employee Handbook* for a detailed explanation of the procedure.

HONOR ROLL

Students are recognized for the following accomplishments for each six weeks.

All “A/B” Academic Achievement Honor Roll

Criteria: “A” or “B” in each subject and “S” in all categories requiring a grade of “S” or “U” with the exception of conduct

All “A” Academic Achievement Honor Roll

Criteria: “A” in each subject and “S” in all categories requiring a grade of “S” or “U” with the exception of conduct.

In addition, the following awards are given at the end of the year.

Distinguished scholar – All A’s or S’s including conduct

Principal’s Honor Roll – All A’s or S’s, not including conduct

A/B Honor Roll – All A’s and B’s

Perfect Attendance – No absences form school

SCHOOL NUTRITION PROGRAM

Teachers will bring their classes to the cafeteria at the appropriate time. Paraprofessionals will supervise classes while they are in the cafeteria. Teachers should encourage good behavior and table manners. Students are allowed to talk softly as they eat; however an orderly and pleasant atmosphere should be maintained at all times. Students are not allowed to exchange food. Canned and bottled soft drinks are not permitted. Food from fast-food establishments is also not permitted. Students may use a thermos that fits into their lunchbox for beverages. Students will remove food and trash from their tables and the floor prior to leaving the cafeteria. No food should be taken out of the cafeteria. All adults must purchase lunches prior the last class being served.

	Breakfast	Lunch
Students	Free to all students	Free to all students
Adults	\$2.50	\$3.50

STUDENTS QUALIFYING FOR SOCIAL SECURITY

If a claim for SSI payments is filed on a child in your class, the Social Security Administration will send a form asking you to describe the child’s functioning and any changes in that functioning over the period you have worked with the child. You will also be asked if you know any reason for any changes such as divorce, death in the family, medical conditions, medication changes, etc.

MEDIA CENTER

Teachers should not remove materials from the media center without the media specialist’s permission. Check out everything and do not use equipment you have not been trained to use. Do not use the media center as a depository for misbehaving and unprepared students or assign students to the media center with a substitute.

The media policy book for the Richmond County School System is available in the media center and should be used as a resource and policy guide. The media specialist is the copyright

compliance coordinator for the school. Any copyright questions should be referred to the media specialist.

SUPERVISION OF STUDENTS

Teachers are expected to pick their classes up from the cafeteria each morning at 8:15 and then stand at their doors to receive students any additional students.

DO NOT LEAVE STUDENTS UNSUPERVISED at anytime! If you do not have a teaching assistant and you need to leave the classroom notify the office so that arrangements can be made to have someone cover your class. If a situation warrants a student's removal from class, that student should be placed immediately under the supervision of another teacher or the appropriate adult authority. **DO NOT PUT STUDENTS OUTSIDE THE CLASSROOM DOOR FOR TIME-OUT/DISCIPLINE PURPOSES.** Remember – you are responsible for each student assigned to you and will be held liable for their health and safety.

Escort students to and pick them up from P.E., music, and lunch. Do not leave until students have been received by the teacher in charge. The P.E. and music teachers and the paraprofessionals on lunch duty have been instructed not to dismiss students until they see their teacher. Please be punctual in picking up your classes.

CLASSROOM MANAGEMENT

Classroom management should reflect practices which include:

- a) Clearly stated, non-negotiable rules that have been communicated to students and parents,
- b) Expectations that are appropriate for the situation and development of students, formulated by both students and teacher, and weighted (with serious offenses carrying more weight),
- c) Encouragement of self-control
- d) Praise and reward for adherence to rules
- e) Uniform, consistent, timely and specific responses to misbehavior which are varied and geared toward emphasizing appropriate and not appropriate behavior, and
- f) Parent involvement in working on solutions to student problems.

Yelling, belittling, sarcasm, physical force, endurance activities, humiliation, and hitting are inappropriate strategies for classroom management and will not be tolerated.

CORPORAL PUNISHMENT

Corporal punishment will be administered only by the administration as outlined by the Richmond County Board of Education policy.

DISCIPLINE REFERRALS

A discipline referral form must be completed in Infinite Campus on-line for each student who is referred to the office for inappropriate behavior. The forms may be found in infinite campus and must describe specific student behaviors. Avoid conclusions based on incomplete facts and/or personal comments not pertinent to the incident referred.

Only severe offenses and major violations of school/county policy require that a student be referred to the office with a referral. DO NOT send students to the office. An administrator or designee will come to retrieve student from class. Other infractions may be handled by following the classroom discipline plan which must include parental contact as an intervention. The classroom teacher with the cooperation and support of parents will manage most disciplinary incidents.

DISMISSAL PROCEDURES

Teachers are expected to stand at their doors each afternoon to dismiss students. Monitor other students as they pass by your doorway to ensure a safe and orderly dismissal.

Afternoon announcements will be made via the intercom at approximately 3:05 PM. All students should be quiet and prepared for dismissal at that time. **PLEASE MAINTAIN QUIET IN THE CLASSROOM DURING DISMISSAL SO THAT STUDENTS ARE ABLE TO HEAR BUS NUMBERS AND DAYCARES AS THEY ARE ANNOUNCED.** Some suggested activities are end of the day journaling, silent reading, studying math facts, etc.

All car riders and walkers will be dismissed first to the cafeteria. Do not release students until they are called for. This will allow car riders to clear the parking lot initially. **Do not dismiss students who ride the bus or daycare vans until their bus number/daycare van has been called.**

Parents who will be picking up their child each day should inform the child's teacher in writing and arrive no later than 3:15 PM for pick up.

It is the teacher's responsibility as supervisor of the classroom to ensure students do not miss their buses or day care vans. To that end you are expected to

- **Have students seated and quiet during announcements and dismissal so that everyone can hear announcements of buses and day cares.**
- **Develop a system for keeping track of which buses and day cares have been called. I would suggest recording them on the board as they are announced.**
- **Monitor students to ensure they leave the room when their bus or day care is called.**
- **Make sure students are not engaged in activities that would prevent them from hearing their rides announced (i.e. playing computer games, listening to tapes with headphones, etc.)**
- **Stand in your doorway to ensure students proceed to the bus loading area after you dismiss them.**
- **Students whose mode of transportation changes MUST have a note from a parent or guardian.**

If a student arrives at the bus loading area and their bus or day care van has left, the staff member on duty will notify the office giving the student's name and homeroom teacher's name. The office will inform the teacher that the student has missed his or her ride and is on the way back to the classroom.

The teacher is responsible for contacting the parent and supervising the student until someone arrives to pick him/her up. If a student returns to your classroom and you have not been notified call the office to ensure we know the student is there.

SAFETY DRILLS

In compliance with state law, the school will hold at least one fire drill each month. An exit plan is posted in each room, 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.

At the sound of the fire alarm all personnel and students will leave the building in an orderly manner by way of the designated routes and exits. Students should file out briskly but orderly to the designated area. The teacher is to remain in the classroom until all students have departed, ensure that all windows are closed, and then close the door as she or he leaves the classroom.

If a student is out of the classroom during the drill, he or she should exit with the nearest class and get permission from that teacher to return to his or her own class once outside. Teachers should check the roll once in the designated area and immediately complete the Drill Report and send it to office for the principal or designee.

Each teacher should instruct his or her students in the proper behavior during an emergency. These instructions must include the following:

- Walk – do not run.
- Be quiet – do not talk so that instructions may be heard over the speaker system
- Remain clam – do not crowd together. Walk in a straight line. Listen and obey the teacher's instructions.

CHILDREN OF RCBOE EMPLOYEES

The Richmond County Board of Education has agreed to allow the children of district employees to attend the school where their parent is employed. This option applies only to employees assigned to the school selected. Employees will agree to support the school and county by written consent as to the conduct of their child and themselves as parents during instructional and non-instructional time at school.