

Thomas Walter Josey Comprehensive High School



Employee Handbook 2023-2024

Derrias Priestley
Principal

Quwan Ellis-Asbury
Katrena Springs
Kelly Winstead
Assistant Principals

1701 Fifteenth Street
Augusta, GA 30901

T.W. JOSEY ALMA MATER

*Hail to thee dear Alma Mater,
Hail to the school we love,
Thy praises we shall sing,
Until echoes loudly ring.*

*Sons and daughters as they work,
Will be inspired by thee.
In victory or downfall,
Mighty shall thy name be.*

*May thy glory ne'er decline,
Through the ages wait before,
Raise high the banner gleaming,
Josey's green, white, and gold.*

*When we have gone away,
Out in the world alone,
Still we shall work for Josey,
And to thee honor bring.*

T.W. Josey High School Mission: “The mission of T.W. Josey High School is to produce graduates that will positively impact our global society.”

T.W. Josey High School Vision: The vision of T.W. Josey High School is to create an atmosphere that focus on innovative education, training, and career development for tomorrow’s workforce.

T.W. Josey High School Goals:

T.W. Josey High School Beliefs and Values:

- We believe all students have the potential to learn if instructed at an appropriate level.
- We believe that all students learn best in a safe and orderly environment.
- We believe instruction should meet the unique needs of the students.
- We believe students learn best when parent(s), students, and teachers work together in the educational process.
- We believe the school should prepare the student to become life-long learners and decision-makers.
- We believe students need a strong instructional program that includes technology, problem-solving, cooperative grouping, and student-focused learning.
- We believe students should accept ownership of their responsibilities in preparing themselves to be life-long learners and accountable citizens in a global society.
- We believe positive role-modeling enhances student success.
- We believe effective communication and conflict resolution is vital in a democratic society
- We believe that shared decision-making contributes to a positive school environment and overall student success.

Dear Faculty and Staff,

The purpose of this handbook is to provide information that is vital for the daily and efficient operation of our school. The policies and procedures of this handbook will supplement the Richmond County Employee Handbook. The Richmond County policies and procedures take precedence in the instance of any conflict with this handbook.

Familiarize yourself with the information contained in this handbook in order to better serve your colleagues and your students. You are responsible for any material presented in this text as well as any information presented throughout the school year. **The goal of this information is to maximize instruction by helping you become efficient and effective with the routine matters of the school.** I hope that the following information will assist you in knowing what is expected.

Our expectations are high for our students, and we should settle for nothing but their best each day. In the same regards, we should strive every day to be our best by being model teachers and professionals, exemplifying high moral and ethical behavior, and displaying dedication, commitment, and a strong work ethic.

We are here for our students, the community, and each other. **Teamwork and collaboration are vital to our success and the success of our students. By sticking together, even in the face of adversity, the challenges of each day will only make us stronger and more determined to be the best.**

If you have any questions or concerns, feel free to discuss them with me any time. I am here to make your job more enjoyable and rewarding as you endeavor each day to help our students achieve their best. I am excited about the upcoming year and humbled to be a part of a great staff and a rich tradition of academic excellence. It is my mission to remain Fair, Firm and Consistent at all times and the administrative team is committed to the success of T.W. Josey High School.

Administrative Responsibilities

Derrias Priestley: Principal

Alumni Relations
Instructional Leadership
Personnel
CCRPI
School Improvement Plan
Public Relations
Budget & Finance
TOTY
Guidance Department
School Communications
Staff Evaluations (TKES & LKES)

Katrena Springs: Assistant Principal

Special Education
Syllabi Expectations
Teacher Webpage Monitoring
Collaborative Planning
Professional Learning
Master Teachers (Instructional Coaches)
Guidance Department
Master Calendar
Master Schedule
Georgia Milestone EOC Test Coordinator/Testing
Staff Evaluations (TKES)
Child Find

Kelly Winstead: Assistant Principal

Attendance (Faculty/Staff & Student)
Ninth Grade Academy
CTAE
Athletics
Auxiliary
Safety Coordinator
Custodians Staff
Textbooks/Instructional Technology/Media
Center
504 Program Coordinator
Operational Data Coordinator
School Operations
Staff Evaluations (TKES)

Quwan Ellis-Asbury

Buses/Parking
Clubs
Committees
Duty Coordinator/Transition Teams
Pep Rallies/Assemblies
PBIS
New Teach Induction/Mentors
Hospital Homebound
ISS
Public Safety
School-Wide Discipline Plan
School Operations
Staff Evaluations (TKES)

Teachers' Duties and Responsibilities

- Reporting to work on time
- Report to all scheduled meetings on time (professional learnings, faculty, etc.)
- Submitted attendance, grade and other items on time
- Carrying out duty assignment(s) such as lunch, bus, and/or special duty
- Attending staff meetings, committee meetings, PTO meetings, and required games
- Attending professional learning sessions
- Supervising students at all times
- Receiving approval prior to leaving campus (Write It, Don't Say It)
- Creating, communicating, and enforcing a classroom discipline plan/adhering to referral procedures/protocols
- Making parental contact(s)
- Supervising students in the hall during class change (standing at your door)
- Reporting to class on time after lunch or planning period
- Contacting the principal when going to be absent and calling for a substitute
- Preparing and making accessible necessary materials for a substitute
- Creating an emergency lesson plan packet to turn in to the front office secretary
- Following a professional dress code

Teacher Job Description

Under the direction of the school principal and his/her designee, plans, and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure Success for Every Student. Supervises students in a variety of school related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Develops, selects and modifies instructional plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.

Professionalism

Each faculty and staff member is responsible to the principal for carrying out the policies of the Richmond County Board of Education (RCBOE) that apply to the functions of the school, the classroom, contact with students, and the public. It is the responsibility of all teachers and staff members to cooperate in a professional manner with their colleagues and with the administration. This professional cooperation includes the extension of courtesy, respect, and consideration for the feelings and rights of colleagues, other employees, students, parents, and the public. Every teacher and staff member has the right to discuss any matter with anyone without interference. However, it is a breach of professional ethics to discuss professional problems with laymen without first attempting to resolve them within the teaching profession. Problems between adults are not to be discussed in the presence of students.

PERFORMANCE RESPONSIBILITIES: (Asterisk for essential job duties.)

1. Plans a program of study that meets the needs, interests and abilities of individuals to ensure success for every student (*)
2. Reports to work on time and is prepared for all classes and duty assignments (*)
3. Creates a classroom environment that provides student involvement in the learning process and enables each student to achieve learning objectives
4. Provides an instructional program to meet the needs of all students including students with disabilities (*)
5. Prepares lesson plans and other documentation as required by principal or his/her designee.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students (*)
7. Establishes learning objectives consistent with appraisal of student needs, requirements of RCSS curriculum framework, and knowledge of human growth and development (*)
8. Plans for and utilizes instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives (*)
9. Assesses the learning and behavioral needs of students on a regular basis. Provides input as needed to IEP's of students with disabilities ensuring the implementation of modifications including co-teaching as needed.
10. Takes all necessary and safety precautions to protect students, equipment, materials and facilities (*)
11. Maintains accurate and complete records as required by law and per RCSS policy and administrative regulation (*)
12. Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
13. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
14. Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual
15. Plans and supervises purposeful assignments for instructional assistants, teacher assistants, and volunteers (*)
16. May evaluate paraprofessional's job performance with department heads and/or administrators
17. Maintains fair and accurate grading policies and procedures, attendance, email and web pages as required through the technology system provided by the RCSS
18. The employee shall carry out such other and further duties, whether specifically listed above or not, as are assigned or required by such employee's supervisor, other appropriate school personnel, law board policy administrative regulation, department handbook, as are reasonably necessary to the efficient operation of the school system and its mission.

Teachers' Work Day

The workday for regular teachers begins at 7:00 a.m. and ends at 3:00 p.m. We work an 8hour day. Each teacher is to sign-in upon arrival at school and is expected to be at his/her classroom door at 7:05 a.m. Teachers sign in and sign out through the School Check-In System on the computer in the front office or through Infinite Campus.

Teachers should check their boxes daily upon arrival, during their planning periods, and when leaving. Each teacher is to sign-out at the end of the day. Failure to sign in and out could result in you being counted absent for a day of work.

Leaving Campus

Teachers are not permitted to leave campus during the work day, except for an emergency. In emergency situations, permission must be obtained from the principal. For all other requests, complete the "Write it, Don't say it" request form and submit it to the front office staff.

Teacher Absence Procedures

These guidelines apply to all faculty and staff

Pre-Planned Absences:

- Notify Administrator at least three days prior to absence n person and follow up in writing.
- Complete Certificate of Absence and turn it into the Bookkeeper within 48 hours of return.

Emergency Absences:

- Call Grade Level Administrator
- Login to AESOP and record absence including date and reason for absence. Note whether or not a substitute is required to fill this absence. Also include information for substitute to pick up folder from the front office at the time they enter the building.
- Certificate of Absence is due to the Bookkeeper within 48 hours of return to work.

Sick Leave/Medical Excuses:

Each staff member is required to bring in a medical/doctor excuse after each absence after the 3rd consecutive day of a sick/medical absence. The excuse should be provided to the bookkeeper within 48 hours of the absences. If an excuse is not provided, the staff member will have that time deducted from payroll. Staff members are strongly encouraged to NOT schedule appointments during school hours.

Personal Leave:

Staff members are allotted three personal days each school year with the following stipulations:

- Three-day advance notice provided to administration (can be denied if directive is not followed)
- Must not extend a school vacation/holiday unless approved by central office.
- After using three personal days, the fourth personal day will be docked from pay.

Substitutes/Class Coverage:

Staff members with planned, approved absences should work with administration to seek classroom coverage not requiring a substitute. For example, students can be dispersed on team and/or grade-level.

Chronic Absenteeism:

Staff members absent 3 or more days within a grading period will be required to have a conference with administration logged in through TLE Platform. Documentation will be attached to justify absences or document abuse of attendance policy. Abuse of attendance policy can result in an ineffective score under TKES Standard 10 Professionalism.

Note: Staff members not signing in and out or with excessive tardies will be warned, advised through a conference, and can potentially impact payroll. This system is a written artifact of your attendance.

What should be available for the substitute teacher:

- Substitute Notebook including schedules, rosters, seating charts, assignments, list of team
- lasers, policy and procedure for reporting behavior issues. (Located in the Main Office)
- Books, copies necessary for students to complete assignments
- Login/passwords if allowing the substitute access to designated computer
- Name of co-teacher if applicable
- Schedule for SPED student where appropriate
- Name of grade level administrator
- School floor plan
- Lunchroom procedures and policies
- Restroom Guidelines
- Connections rotations with rosters.

Substitute Notebook:

Each teacher must develop and turn into the office a Substitute Teacher Notebook. Notebook should be updated after each absence to ensure that all components are available for the next substitute teacher. The BOOK will be stored in the front office.

School Procedures when substitutes arrive:

- School Secretary will greet the substitute in the front office
- School Secretary will provide the substitute with directions to the classroom

Department/Team Procedures when a substitute does not arrive:

- Split list should be created to accommodate all possible scenarios (The list should be turned into the grade level administrator and updated at the end of each grading period)

RTI/504/IEP

Teachers should make efforts to meet the individual needs of students. Students who are experiencing serious academic, adjustment, or behavioral difficulties should be referred to an RtI team or MTSS Specialist. Response to Intervention (RTI) is a practice of academic and/or behavioral interventions designed to provide early, effective assistance to underperforming students. Research-based interventions are implemented and frequent progress monitoring is conducted to assess student response and progress. The student's response is used as feedback to more accurately target interventions. When students do not make progress, increasingly more individualized interventions are introduced. Student needs may also be addressed through 504 and an IEP.

Hospital Homebound

Teachers will be notified if they have students in this category. Assignments are to be prepared for this student covering at least two weeks. The student under supervision of a visiting teacher will work out these assignments. Assignments will be returned to the teacher for evaluation. The evaluated papers will then be sent to the student. The home or hospital bound student is counted present each day. Mr. Washington is the point of contact.

Homework

The Richmond County Homework Policy will be followed. Parents are given a copy of the policy at registration. Teachers should be aware of the requirements of the policy and should implement an evaluation process for homework assignments. Teachers assign homework as practice for the skills being taught at school. These assignments reinforce what the students are learning each day in the classroom. Thus, it is very important for parents to work with students to complete the assigned homework. Homework is assigned almost every night and can usually be completed within one hour. All teachers are expected to post the current week's homework assignments on the school's webpage. Both students and parents depend on being able to find these assignments.

Make-up Work

The teacher shall promptly and courteously allow students the opportunity to make up all missed assignments and tests. The contact should be made on the day the student returns to school unless the teacher allows a longer time. Makeup work must be completed by the student within the time specified by the teacher. In the event of an extended absence, student work may be requested by calling the school. The parent should be able to pick up the work at the end of the day following the request. Class work and tests missed due to unexcused absences are subject to a percent grade reduction.

Infinite Campus

Each teacher is responsible for entering grades for the students in his/her classes. This information should be entered and updated on a weekly basis, with minimum of one grade per week. All grading deadlines, for the purposes of Progress Reports and Report Cards, must be adhered to. Graded assignments must be labeled with the name and date of the assignment. Tests/exams should be given periodically in an effort to determine mastery and progress. Tests/exams should be marked as such in the Gradebook. It is every teacher's responsibility to make sure his/her gradebook is set up correctly. Questions regarding setup should be addressed with the data clerk and/or the grade level-chair. Grading policies must be provided to parents—particularly in the case of weighted grading. Failure to follow these grading guidelines may result in a letter of reprimand being placed in an employee's personnel file.

Reports/Paperwork/Deadlines

Do not rely on Infinite Campus for long-term documentation of grades and attendance. After grades for each grading period are finalized and posted, print a copy to keep in your gradebook. At the end of the year, the final grade book should be printed and taped inside your gradebook. Your syllabus and an explanation of your grading procedures should be taped in the inside front page of the official RCSS record book. Accuracy and adherence to due dates are expected. Lists of names, records, etc. should always be kept in alphabetical order.

Email

No mass emails are permitted to be sent out without prior permission of administration. All emails and other electronic correspondence should be kept professional and focused on the academic success of the child. Please stick to the facts and keep emails short and to the point.

Procedures For Reporting Suspected Child Abuse/Neglect

Georgia Law requires all persons who suspect child abuse/neglect to report it to the Department of Family and Children Services (DFACS). As the law relates to school institutions, it requires the observer to report it directly or cause it to be reported via the building supervisor. Any person or official required to report a suspected case that knowingly and willfully fails to do so should be guilty of a misdemeanor. The procedure to be followed is as follows: The staff member suspecting child abuse/neglect must:

1. Report (immediately) the suspected child abuse/neglect to the guidance counselor, or the assistant principal in the absence of the principal. The employee will then make the report to the Intake Worker at the Department of Family and Children Services. This will be done in the privacy of an administrator's office or a counselor's office.
2. Complete the Suspected Child Abuse Referral Form available in the guidance office prior to calling DFCS since the intake worker will need this information. A copy of this referral goes to the Board attorney, Public Safety Department, the principal, and one to the person making the referral.
 - A. Allow the nurse or counselor to make a preliminary observation of any suspected abused child, if applicable.
 - B. Expect a follow-up report from personnel at DFCS.
3. **You are not the investigator.** If you suspect it, then you must report it. If you do not report it, then you can be held legally liable.

Accidents, Injuries, and Illness

Students:

In the event of an emergency, illness or accident, school office personnel may administer first aid ONLY. Do not make a diagnosis or give any medication of any kind—not even ASPIRIN.

If a student is on prescribed medicine, a copy of the directions for giving the medicine should be 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.

All accidents, injuries, etc. that take place at school or on school premises must be reported to the school nurse. An accident report form should be completed and filed in the office.

Faculty and Staff:

All employees should report all accidents to their immediate supervisor immediately. Failure to report an accident within 30 days may result in loss of coverage. Worker's Compensation accident reports should be filed on an employee whether or not the employee received medical treatment. Our insurance carriers are requiring that we determine the cause of the accident and what corrective action will be taken to prevent similar accidents.

All reports must reach the Department of Worker's Compensation within two working days of accident. Failure to file this on time could subject the Board to a penalty of up to \$1,000.00.

Employees must visit one of the approved physicians. If the employee needs emergency treatment, he/she may report to the emergency room of one of the public hospitals. The hospital should contact one of the approved physicians.

If any employee is required to stay away from his/her job due to any injury received on the job, be sure to notify the Worker's Compensation office at the Central Office. **THIS IS IMPORTANT!** This information must be reported to the worker's compensation board immediately. If the injured employee should return to work the next day and work one or more days before being required to remain off the job, report each incidence of this. The Worker's Compensation office should be notified when an employee returns to work. If an employee cannot return to FULL DUTY, he/she must contact the Worker's Compensation department before returning to work.

Contact with Students

Do not hit, push or commit any other form of physical abuse to students. If you break up a fight, be very careful of how you handle students. Putting your hands-on students can result in suspension or termination.

Daily Attendance

It is of great importance that attendance data is checked and recorded properly and carefully, every period. Appropriate and/or improved attendance data is a "CCRPI" requirement.

Bookkeeping & Accounting

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

- a. Any money spent **MUST BE PRE-APPROVED BY THE PRINCIPAL**. If a receipt is brought to the bookkeeper and a pre-approved form does not accompany it, **YOU MAY NOT BE REIMBURSED**. Please do not make any purchases **UNLESS** a payment authorization form has been approved by the principal.
- b. If there is a need for you to order supplies of any type, we ask that you get principal approval and use stores in ESCHOOL MALL if possible (please see bookkeeper about all ordering). If the items total \$500 or more (before tax and shipping), you must get three quotes before submitting the request. You will need to order from the company that offers the products at the most economical price. Please submit all requisition forms to Mrs. Wells—quotes must be attached (if over \$500). After your package arrives, office workers will verify the package and alert you to its arrival.
- c. **ALL INVOICES AND PACKING SLIPS MUST BE TURNED IN TO THE BOOKKEEPER.**
- d. Blank checks will not be issued.
- e. ESCHOOL MALL has thousands of stores. Please see the bookkeeper for help with shopping in ESCHOOL MALL stores.
- f. If a check is made out to a company prior to purchase, a purchase order or other official document from the company providing the exact purchase amount must be presented to the bookkeeper.
- g. Items not approved for purchase by the principal **MAY NOT BE PAID FOR WITH SCHOOL FUNDS**. Persons making such purchases will be held responsible for payment.
- h. Gift Cards cannot be purchased with school funds.

Cash Receipts Form, Checks, Receipt Books

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

School Fundraising

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

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

*On the day before a holiday, all money must be turned in for deposit before 12:00 noon. When collecting for a club or event, set your deadlines a few days before a holiday so you will have enough time to collect, count, and turn in all your funds before 12:00 noon the day before a holiday. If the bookkeeper is absent, do not leave deposits on her desk; see Ms. Ware. NEVER leave money in your classroom. All funds should be locked in the vault room on a daily-basis. Do not send money/deposit to the bookkeeper by a student.

Hallway & Transition Time Supervision

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

Conferences

Parents are encouraged to call the Guidance Secretary for appointments with teachers any time they feel a conference is needed. The Guidance Secretary will arrange for such conferences after school or during planning periods.

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

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

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

Copy Machines

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

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

Culminating the school day

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

- All lights/computers/promethean boards should be turned off.
- All cabinets should be locked.
- All paper should be picked-up by students.
- Students' desks should be in order.
- The teacher's desk should be neatly arranged.

Custodial Service/ Repairs

It is our aim to have a well-kept building at all times. Request for repairs and custodial services, other than routine, must be made through Mr. Winstead, Assistant Principal. A good custodian is one of the strongest links in good school organization.

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

Faculty & Staff Dress Code

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

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

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

Student Discipline

Teachers are authorized to assign discipline to correct minor behavior problems. Contact administration immediately in the event of a major behavior problem that jeopardizes the health and safety of students. Teachers should set reasonable expectations for the students and then be fair and consistent in working with all children. **DO NOT** send a student out of the classroom to stand in the hall. Please post your class rules and consequences. Please communicate with parents and utilize detention when necessary.

Faculty Workrooms / Lounges

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

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

Classroom Keys

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

Food & Smoking

Food and beverages should be consumed in the CAFETERIA AND/OR A FACULTY LOUNGE AREA ONLY. Employees are prohibited from using or displaying tobacco products, including smokeless tobacco, while the employee is on duty at the assigned location during the normal school day or while on duty at any school function, including extra-curricular activities.

Graduation

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

Homeroom/TAA Teacher Duties

We will attend Homeroom/TAA frequently, following our 2023-2024 Teachers As Advisors (TAA) Plan. Throughout the year, homeroom teachers will meet with grade level student leadership to establish an events calendar and manage the grade level budget. Homeroom teachers are expected to work collaboratively to assist and supervise students with all spirit week activities, fundraisers, fieldtrips, community service projects, and milestone grade level events.

Library / Media Center

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

All federal, state and school owned audio-visual (AV) equipment and materials should be cataloged through the Media Center. In addition, a complete inventory of AV equipment and materials shall be maintained in the Media Center. The Media Specialist shall be responsible for maintaining a current list of all AV equipment and media including the location thereof. Requests to order/preview films, disc, and other software shall be referred to the media specialist.

Official School Correspondence

Any and All correspondence with use of the school’s official letterhead, logo and/or mission and vision, must be approved by the principal prior to use.

Student Attendance

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

Supervision of Students

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

Visitors

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

*Please note this is a living document. Upon any updates, proper notification will be made.