

**Richmond County
Technical Career Magnet School**



**Teacher Handbook
2017-2018**



**Mr. Frank Jefferson
Teacher of the Year 2017-2018**

Table of Contents

	Page
Welcome back White Tiger Family	3
Purpose of Handbook	4
Mission	5
Policies	6
Media Center Policies	7
Calendar	8
Administrative Responsibilities	9
Duties and Responsibilities	10
Classroom Observations	11
Appearance of Teaching Area	12
Financial Responsibilities	13
Teacher Absences	14
Lesson Plans	15
Teacher Mailboxes	16
Parental Conferences	17
Excuses	18
Student Activities	19
Discipline	20
ISS	21
Student Dress and Grooming	22
Potential Threats	23
Bomb Threat Procedures	24
Fire Drills	24
Bell Schedules	26
Appendix A	29
Appendix B	30
Emergency Evacuation Checklist	31

Welcome back White Tiger Family!!!

It is a pleasure to welcome each of you to the Richmond County Technical Career Magnet School for the 2017-2018 school year. We have been here five years and have witness two graduating classes. But, our journey toward excellence has only just began. There is much work to be done and I implore each of you to make this your best year! As we strive to bring our many goals and vision into existence, we must be diligent in our efforts to meet the challenges that lie ahead. We must continue to promote a culture of excellence for all inside and outside of our school. Our students, parents and especially our community stakeholders are counting on us. It was by the efforts of our stakeholders that our school exist. They need the students that attend our school to be ready for the workforce after graduating from RCTCM.

We must continue in our efforts to teach, train and encourage each of you to obtain a career and one that pays well. We have a wonderful staff, teachers and administrators. We have great career pathways that offer opportunities to an industrial certification. One student from our 2016 graduating class graduated from Augusta Technical College in May of this year with an Associate Degree. This student is now working at Georgia Power making \$32 an hour. That's why I love teaching at this school and am excited about the upcoming school year. It's knowing the wonderful life our students can obtain after graduating from RCTCM that fuels my fire. Kelly McGillis said "*Life is a journey* and it's about growing and changing and coming to terms with who and what you are and loving who and what you are."

I never thought teaching as my calling, but since becoming a teacher, I have fallen in love with this profession and give it my all in each of the classes I teach. I would like to thank my peers by selecting me as our 2017-2018 Teacher of the Year. It is my pleasure to serve our school with this honor upon me. The enrichment and growth of our students is a top priority and I promise to serve as a role model and resource for all. I am also very excited to learn from and engage with you. We all must support each other. Together we can provide our students with the most rigorous, relevant, and real-world applicable academic experience. Booker T Washington said, "I have learned that success is to be measured not so much by the position that one has reached in life as by the obstacles which he has had to overcome while trying to succeed". Life is a journey and it's up to you how you choose to travel it.

Please let me know if I can assist you in any way.

Thank you for choosing us! Let's have a fantastic year!

Frank Jefferson
CTAE Instructor

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

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

PURPOSE OF THIS HANDBOOK

The Teacher Handbook has been developed to provide easy reference to the policies and procedures necessary for the efficient functioning of our school. The administration has attempted to provide information that is essential for the daily operation of the school. Nevertheless, the handbook is not all-inclusive. When changes occur or new information is added, teachers will receive notification in the form of memos, emails or bulletins from the main office. It is recommended that subsequent information be filed in the teachers' handbook and referred to when questions arise. Any issues that are not addressed in the handbook may be checked in the Richmond County Policy Manual or referred to the administration.

The purpose of the handbook is to standardize certain practices and procedures so as to provide a uniformed approach to completing daily activities and tasks with minimal disruption to the school environment. In the day-to-day operation of the school, it is imperative that routine matters be accomplished as efficiently and effectively as possible. I hope that the following information will assist you in making this a productive year.

Thank you in advance for your continued dedication and support of the students and parents of RCTCM. Our goal is to achieve positive student outcomes, while providing an excellent level of customer care. My personal goal is to provide support and resources for the faculty and staff of RCTCM and to develop a positive rapport with our students, parents, and community partners.

Please feel free to ask for my assistance at any time; the door is always open to each of you.

Sincerely,

Melisa L. Clark

Principal

MISSION STATEMENT OBJECTIVES

1. To achieve a 100% each year towards graduation for all sub groups.
2. To have each student achieving at his/her expectancy level.
3. To meet target goals mandated by the Georgia Department of Education.
4. To meet all CCRPI requirements.

Academic Excellence can best be achieved by:

Administrators and staff who ensure that all policies are enforced consistently in a safe and well-disciplined school environment.

Instituting a variety of instructional approaches to accommodate different learning styles and degrees of aptitude.

Faculty members who are intrinsically motivated to promote cultural diversity and equality while helping students attain intellectual success in a supportive learning environment.

Students who make education a priority and who abide by the school's rules and regulations.

Support from parents who recognize the crucial role they play in the lives of their children and consequently in their children's school.

Community and business leaders who share in the responsibility of advancing the school's mission and beliefs.

POLICIES

1. All certified and classified employees will follow all guidelines and policies set by the Richmond County Board of Education.
2. Students' learning needs will be the chief priority of the school and should be the focus of all decisions.
3. Standards Based Instruction will be the rule, not the exception for all classrooms.
4. Instruction should be data driven.
5. Positive values, ethics and character should be incorporated into the classroom and modeled by educators in order to create well rounded citizens.
6. We will not allow individuals, groups, or organizations to interfere with the educational process of others.

Teacher Parking

Teachers are required to park in the teacher parking lot.

Grade Books

A grade book is a legal document and can be used in court. Be vigilant about entering and updating your grade book on a weekly basis. Also, your grading system will be a part of your syllabus that should be sent home the first week of school and posted on your electronic platform. There should be no question as to how each student's grades were derived.

Accident Reporting

All accidents involving personal injury, regardless of how minor, must be reported to the school nurse and the office immediately. The nurse will prepare the appropriate accident report for teachers and staff members. This information will be filed in the school office with appropriate copies sent to the central office to substantiate insurance and or workers' compensation claims.

Cell Phones

The purpose of this policy is to prevent disruptions or personal use of cell phones during work hours or at official functions. Faculty and staff members may bring their personal cell phones to school, but must keep them out of sight. Faculty and staff may use cell phones during their planning times and other times students are not present. Faculty and staff may also use phones in the case of an emergency. All faculty and staff who plan to bring their cell phone to school shall sign a cell phone agreement.

The Use of Videos/Film in the Classroom

The following is Richmond County Board of Education Policy governing the use of Audio-Visual materials including movies and videos in the classroom.

All material must be relevant and appropriate for the classroom situation. It must have instructional value. The content must be valid, free of racial or sexual bias, and should complement other instructional material pertinent to the curriculum area being studied. Materials must be used in face-to-face teaching situations. The material must be included in lesson plans **PRIOR** to being used in the classroom.

Materials not provided or recommended in the Richmond County Board of Education must be previewed by members of the Building Media Committee **BEFORE** being used in the classroom. *Therefore, teachers are not to use or show any non-approved or inappropriate audio-visual materials, videotapes or film in the classroom.*

Media Center Policies

The RCTCM Media Center has an open scheduling policy. Teachers may take their classes to the library for research or projects. It is very important that the classes be scheduled in advance to avoid conflicts with other classes. Teachers should plan with the Media Specialist to reserve the necessary materials for students to complete their assignments.

If a teacher does not accompany students, no more than five (5) students should be sent to the library with the names and assignments on the pass. When teachers bring an entire class, the teacher is responsible for student behavior. Students are not to be sent to the library without a valid pass or reason for being there.



Richmond County School System 2016 - 2017 Academic Calendar

June 7-July 21	Registration— Online Elementary, Middle & High School
July 4	Holiday (Independence Day)
July 18, 19, 20	New Teacher Orientation
July 27-August 1	Preplanning
July 27	District Professional Learning
July 28	Open House High School 2:00 p.m.—6:00 p.m.
July 29	Open House—Elementary School 8:00 a.m.—12:00 p.m. Open House—Middle School 12:00 p.m.—4:00 p.m.
August 2	First Day of School
September 1	Progress Reports
September 5	Labor Day Holiday
October 4	End of First Nine Weeks
October 5	Beginning of Second Nine Weeks
October 7	District Professional Learning
October 10	Columbus Day Holiday
October 12, 13	Elementary Early Release/Parent Conferences
October 13	Report Cards
November 9	Progress Reports
November 11	Veteran's Day Holiday
November 21-25	Thanksgiving Holidays
December 16	End of Second Nine Weeks
Dec. 19 – Jan. 3	Christmas/Winter Break
January 4	School Based Professional Learning Teacher Work Day (Student Holiday)
January 5	Beginning of Third Nine Weeks
January 11	Report Cards
January 16	M.L. King Holiday
February 7	Progress Reports
February 20	President's Day Holiday
February 21	District Professional Learning (Student Holiday)
March 13	End of Third Nine Weeks
March 14	Beginning of Fourth Nine Weeks
March 22, 23	Elementary Early Release/Parent Conferences
March 23	Report Cards
April 3-10	Spring Break
April 14	Easter Holiday
April 26	Progress Reports
May 17-23	Exams
May 23	Last Day of School (½ day) High School
May 24	Last Day of School (Elementary/Middle School)
May 25-30	Post Planning
May 25-30	Graduation
May 26	Report Card (Pick Up)
May 29	Memorial Day
May 30	Report Card (Mail Out)

Board Approved March 15, 2016

July 2016							August 2016							September 2016							October 2016						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	4	5	6					1	2	3							1	
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	
31																					30	31					

November 2016							December 2016							January 2017							February 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4				1	2	3	1	2	3	4	5	6	7				1	2	3	4	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25
27	28	29	30				25	26	27	28	29	30	31	29	30	31				26	27	28					

March 2017							April 2017							May 2017							June 2017						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6						1	2	3	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31			25	26	27	28	29	30		
							30																				

Calendar Key

 Pre/Post Planning	 Early Release	 Beginning of Nine Weeks Period
 First and Last Day of School	 Progress Reports Issued	 End of Nine Weeks Period
 Holidays/Schools Closed	 Report Cards Issued	 District/School Professional Learning

Instructional Periods

First Semester	Second Semester
1 st Nine Week Period (August 2 – October 4)	3 rd Nine Weeks Period (January 5 – March 13)
2 nd Nine Week Period (October 5 – December 16)	4 th Nine Weeks Period (March 14 – May 23)

Elementary Early Release Days

October 12	October 13	March 22	March 23
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System-wide Testing

Elementary	Middle	High
GKIDS: Kindergarten August 2016 – May 2017	GAA: Sept. 6, 2016 - March 24, 2017 (Gr. K, 3-8, 11)	GAA: Sept. 6, 2016 - March 24, 2017 (Gr. K, 3-8, 11)
GAA: Sept. 6, 2015-6 - March 24, 2017 (Gr. K, 3-8, 11)	School Abilities Test: Gr. 1,4,6 October 5-6, 2016	PSAT: All 10th (Select 8-11) October 19, 2016
School Abilities Test: Gr. 1,4,6 October 5-6, 2016	PSAT: All 10th (Select 8-11) October 19, 2016	Georgia Milestones Assessment (EOG) Grades: 9-12 (Economics) December 12-14, 2016
ACCESS for ELLs: ELL Students Jan. 16-February 28, 2017	ACCESS for ELLs: ELL Students Jan. 16-February 28, 2017	ACCESS for ELLs: ELL Students Jan. 16-February 28, 2017
Georgia Milestones Assessment (EOG) (Grades 3-8) April 17-28, 2017	Georgia Milestones Assessment (EOG) (Grades 3-8) April 17-28, 2017	End of Pathway (EOPA) Gr. 9-12 April 17-28, 2017
		Georgia Milestones Assessment (EOC) (Grades 9-12) May 1-12, 2017

Graduation Schedule

Thursday, May 25, 2017	Friday, May 26, 2017	Tuesday, May 30, 2017
Laney 9:00 a.m.	RCTCM 9:00 a.m.	Butler 9:00 a.m.
Westside 12:00 p.m.	A.R. Johnson 12:00 p.m.	Davidson 12:00 p.m.
PLC 3:00 p.m.	Cross Creek 3:00 p.m.	Hephzibah 3:00 p.m.
ARC 5:00 p.m.	Josey 6:00 p.m.	Glenn Hills 6:00 p.m.

Weather-Related Schools Closings

For inclement weather, please tune to WJBF-TV, WAGT-TV, WRDW-TV news, or WGAC-AM Radio for up-to-date information on school closings. Also, you can view the school system's website at www.rcboe.org.

****Testing dates** are subject to change based on unforeseen adjustments to the regular school calendar.**

Revised: 6/3/2016

Administrative Responsibilities

Melisa L. Clark, Principal

Angela A. Moore, Assistant Principal

Discipline and Attendance Issues: All students

Evaluations – All areas

Focus Team

School Improvement

Leadership Team

Advanced Certification

Custodians/Work Orders

Business Partners, School Council

Newsletters

Textbooks

Professional Learning

Advanced Placement/SAT/ACT Coordinator

Edgenuity

Master Schedule (and Mr. Miller)

Honor Roll Recognition (and Ms. James)

American Education Week

Athletics/Extra-Curricular(w/Coach Berry)

School Nutrition

New Teachers/Mentors

Site Safety/Monthly Fire Drills

Federal Cards

Graduation Committee

End of Year Checkout (EOPA Data)

Tribunal

Tardies

RTI (Demsco-Dawson)

504 and Special Education

Locker Distribution (Elam)

Parking Permits (Elam)

Duty Station Assignments

Transportation/Bus Concerns

Honor's Day

Marketing and Recruiting for the Program

DUTIES AND RESPONSIBILITIES

General Policy Statement

Each teacher is expected to become thoroughly familiar with the Richmond County Board of Education Policies listed in the RCSS Teacher Handbook. RCSS Policy and Procedure Manual are available in the office.

Work Day Schedule

Teachers within the Richmond County School Systems are to work eight (8) hours per day. *The workday for teachers begins at 7:45 a.m. and ends at 3:45 p.m.* Please remember that this schedule is only for the teachers and does not apply to paraprofessionals, secretaries or the students (except for faculty meeting and professional learning days).

Faculty/Staff Leaving Campus

Faculty and staff are not to leave campus during the workday unless it is an emergency/family issue. Permission to leave campus must be approved by the administration and approval must be in writing. If a staff member must leave during the school day and is given permission by an administrator, it is the responsibility of the teacher to get coverage.

Professional Conduct

The Georgia Teacher Keys Effectiveness System (TKES) outline the basic professional duties and responsibilities of teachers in Georgia. It is imperative that we focus on the development and implementation of interpersonal skills in addition to content related

skills. Furthermore, it is *essential that we endeavor to collaborate within and between the various subject areas to enhance and encourage student achievement.*

In the course of working with a highly diverse, it is highly probable that different opinions will emerge. Nevertheless, such differences should be confined to methodology and should not restrict or inhibit the achievement of the school's goals. Administrators, teachers, and classified employees should refrain from belittling colleagues and students. Professionalism should prevail. When one feels that a staff member has acted inappropriately toward her/him, the parties should privately discuss the matter. If the difficulty is not resolved, the issue may be brought to the administration. All employees shall refrain from using profanity or other language in the classroom and at school that tends to humiliate or embarrass pupils and colleagues.

When dealing with or talking to parents and/or students, *do not voice negative concerns or opinions about other school personnel or students.* This type of behavior has a negative impact on *the morale of the school.*

Classroom Observations

School administrators will use the Teacher Keys Effectiveness System (TKES) to formally evaluate teachers. This system includes a minimum of one (1) unannounced classroom observation, one (1) announced Formative Assessment (30 minutes) utilizing the TKES instruments in addition to ongoing observation of teacher performances as outlined in the Georgia Teacher Keys Effectiveness (TKES) timeline. Teachers with fewer than three years of experience or who are new to the school will be formally observed a minimum of three times. State, District, and Peer observations may also be conducted throughout the school year.

Departmental Structure

The school is organized along strict departmental lines. The Department Chairpersons are appointed by the Principal and are responsible for the supervision and coordination of the department as set forth in system wide guidelines. The chairpersons are expected to assist and give guidance to department members. The chairperson's main role is to serve as a facilitator and as a liaison between the administration and teachers. Regular departmental meetings will be held weekly. All departmental personnel are required to attend these meetings.

Insert Department Chair Duties

Insert Collaborative planning process There will be no collaborative planning on Fridays. This time will be used for lesson plan preparation.

Teacher Appearance Lead by Example

Self-respect and dignity are taught more by example than by verbal communication with the students. All staff members are to dress and groom themselves so as to be a credit to the profession. The Richmond County Board of Education adopted the dress code for staff members in July 2002.

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, and well-groomed and dressed in an appropriate manner for their 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 some degree, the style of dress considered appropriate. Good judgment and common sense should be used in choosing appropriate attire. On particular issues, the responsibility for determining appropriate grooming and dress shall be placed under the supervision of district and school level administrators. As a general rule, bedroom slippers, blue jeans, shorts, sweats, and warm-up suits are not appropriate dress. Exceptions should be Physical Education, field trips, field days, and special dress days. *Sneakers are allowed as long as they are clean and neat and worn appropriately. Wearing dress shoes and then changing to slippers is neither professional nor appropriate.*

Appearance of Teaching Area

In maintaining an attractive and orderly teaching area we encourage students to emulate such behavior. Teaching is accomplished largely through modeling the behavior we expect from our students. One should not expect more of the students than one is willing to exhibit.

Bulletin boards should be attractive, changed frequently, and relate to the subject being taught. One way to encourage students to invest in their learning and your teaching is to permit their involvement in preparing and maintaining the bulletin board.

Desks should be arranged in some order to facilitate teacher and student movement. Teachers should check student desks regularly to make sure that desks are safe in an attempt to prevent injury. Students who damage school property will be required to pay for any damages they cause. Teachers are to report any damage or destruction of property to the administration immediately upon discovery. The floor is to be kept free of trash at all times.



Fire Emergency Protocol—RCTCM

Teachers: Please do the following:

- ✓ Once you hear the Fire Alarm, lead your students from the classroom to the designated area outside (A minimum of 300 feet).
- ✓ Leave a path open for emergency vehicles.
- ✓ Be sure that the students move quickly (without running) and in an orderly manner. *Students should remain with teachers at all times.
- ✓ Once you are at your fire emergency location, take the roll.
- ✓ Complete this form and send it to Mrs. Baker upon returning to the building.

*In the case of a fire emergency during Breakfast or Lunch, Administrators and counselors will share responsibility of clearing the cafeteria and accounting for the students. Ms. Clark, Mrs. Moore, Officer Lee, and Mr. Thomas will secure the building and/or interact (if necessary) with the Fire Dept.

Faculty Lounge

The teachers are expected to keep the faculty rooms neat at all times. Do not store your personal materials in the faculty rooms. A refrigerator is located in the lounge for your convenience. Students are not permitted access to these spaces. Soft drinks or snacks are not to be purchased by or for students during the school day. All eating and drinking should be restricted to the lounge or the lunchroom. Eating and/or drinking in the classroom are permissible but not when students are present.

Teacher Workroom/Lounge

Room 218A

Custodial Services

Our goal is to maintain a clean, neat and orderly school at all times. The custodial staff is responsible for providing routine maintenance and cleaning on a regular and unscheduled basis. A good custodian is an invaluable resource in maintaining a clean and wholesome school environment. Custodians are to be treated with the respect and dignity due any fellow worker. Therefore, students and staff when practical, should clean up after themselves to facilitate building maintenance and cleanliness. Requests for repair and custodial services other than routine work must be made through the department head.

Financial Responsibilities

Safeguarding of Valuables

Never leave valuable items in your desk or room where they may tempt weak characters to steal. *Staff members are responsible for replacing from their personal funds any money that is left in the classroom and subsequently stolen.*

Financial Management of Funds

The teacher sponsor is responsible for all money even when a club or activity has a treasurer. The following procedures are to be rigidly observed.

ALL FUNDS MUST BE DEPOSITED TO THE SCHOOL'S GENERAL FUND.

SORT BILLS, ROLL CHANGE, AND TURN IN THE EXACT AMOUNT TO THE SCHOOL'S BOOKKEEPER. The bookkeeper will provide a receipt and deposit the money in the activity/club's account.

All money must be turned in to the bookkeeper the same day of school following a fund raising activity or after money is collected for any other reason. Bills must be submitted to the bookkeeper for payment. Itemized invoices are required. All purchases must be pre-approved by the principal. See Ms. Elam for the appropriate form for pre-approval.

Instructional Supplies

Each teacher will be allotted a certain amount of money for individual instructional supplies and for purchasing departmental supplies. The amount for each department may vary. Teachers are cautioned not to spend all of the allocated funds at the beginning of the school term because unexpected needs may arise as the school year progresses. Department chairs should order Scantron answer sheets for entire department.

Teacher Absences

Attendance/Absences

Good teacher attendance is vital to the smooth operation of any school. Research shows that three days of instruction are affected by one day of a teacher's absence.

The sick leave plan is outlined in the system Teacher Handbook. Teachers are to call to make arrangements when they will be absent. Teachers may use only substitutes from an approved list prepared by the Board of Education.

Those calling the computer on the day of the absence should do so no later than 5:30 a.m. If an emergency arises after 6:00 a.m., the teacher must notify the Principal/Assistant Principal as well as "AESOP". Instructions are on the pink quick reference sheet and a help line number is listed if there are problems. Please leave a recorded message telling what you teach along with some basic instructions. Many substitutes will not accept a job without this information. Each teacher is allotted three personal leave days per year which are taken from your accumulated sick time.

When you are going to be out, it is your responsibility to call or enter your absence in Aesop (The new subby) whether a substitute is needed or not. If you know that you are going to be out, try to secure someone with a proven track record. If you plan to take a personal leave day, you must submit a written request ("Write It, Don't Say It") in to Ms. Clark at least one week in advance of the day selected. **If you discover, the morning of, that you cannot come to work, it is still your responsibility to secure a substitute or secure coverage for your classes until the substitute arrives.** You are to

also call one of the **administrators** to let them know that you will not be in. Personal leave request for the day before, day of and day after a holiday or professional learning day must be submitted to and **approved by the superintendent of schools**.

Information for Substitute Teachers

1. In the event of teacher absences, it is the teacher's responsibility to insure that plans are brought to the school.
2. Emergency lesson plan packets for use by substitute teachers must be given to your Department Chair. The packets must be kept updated with the following information.

Up-to-date class roll

Photo seating chart (if applicable)

Seating plan (teachers must have seating plan available in the plan book)

Names of dependable students from each period who might be of service

General lesson plans (Department chairs please let us know if you do not have plans!)

Schedule of classes, grade level, texts to be used, lunch times and instructions for any assigned extra duty

Lesson Plans

Lesson plans are to be kept in the classroom for review and submitted to the department chair or administrator electronically via Rubicon and Departmental One Drive folders weekly by 8:00 am Monday. Every teacher is to have an Essential Question and standards posted in plain view that is related to what is being taught. Students if questioned should know how and why the EQ and standards fit into the lesson being taught. There should also be evidence of student work with commentary posted within the room along with a word wall. Both the word wall and student work should be updated routinely. Each class period should begin with a warm up activity and finish with a summary of what was taught. All teachers will be expected to follow the format of a standards based classroom (SBC).

Field Trips and Conferences

Teachers desiring to arrange for field trips must get approval from an administrator and complete all forms. The approval forms must be submitted TWO (2) WEEKS prior to the trip. **OVERNIGHT TRIPS ARE TO BE AVOIDED. FIELD TRIPS OR CONFERENCES MUST BE ENDORSED BY THE DEPARTMENT CHAIRPERSON AND APPROVED BY THE PRINCIPAL.**

The purpose, nature and any other pertinent information about a field trip must be explained in a form that is sent home for parent/guardian approval and signature. The parent should sign the statement giving the student(s) permission to go and relieving the school and school officials of responsibility for any injury that may occur to the student during the trip. Teachers are to insure that this signed form is returned before departing on the trip or conference. Field trip organizers must also provide the "Teacher Approval Form" for each student to have signed by his/her teachers. A copy of the roster of students on the field trip must be left at the main office before

departing on the trip. Students are to be exempt for absences while on an official school trip. They are not to be marked absent for the day(s) missed.

Grading Procedures

Grade collection sheets will be distributed prior to the last day of a nine-week period. Grades for a nine-week period are due to the data clerk at 8 a.m. on the Monday following the last day of the period. Grade verification will be done for each grading period. Exam Grades are due at 8 a.m. on the day following the exam. Detailed instructions will be distributed prior to the end of each semester.

Grade Change Forms are available in the Guidance office or the Data Clerk's office for teachers who need to submit grade changes after the report cards have been printed. No grades will be changed in the computer without the official document and signatures. If a grade change is in order, do so in a timely manner and it must be approved by an administrator.

Missed Work Policy

Students who are absent from school are required to bring an excuse for the absence their first day back at school. An absence is either excused or unexcused. Excused absences are those that fall under the category of illness, death in family/funeral out of town and court appearance. Class work missed due to unexcused absences may not be made up. However, worked missed during out of school suspension may be made up. It is up to the student to utilize the RCTCM School Wire's Website to retrieve daily class work and homework assignments. It is also the student's responsibility to make arrangements with his/her teachers to make up missed tests within five days of returning to school. *NOTE: Teachers should not tell students that they have lost credit or that they should not take a test or participate in any learning activities because they have already failed, nor should any faculty or staff encourage students to quit school. Instead, counsel with the students and let them know the policy regarding excessive absences. This approach will reduce disciplinary problems and truancy tendencies. Additionally, Guidance will counsel with students about possible alternatives to traditional school.*

Teacher Mailboxes

A mailbox is maintained in the faculty lounge for every faculty member. Teachers should check their mailboxes upon arrival at school, during planning periods, and before leaving school. This is most important because essential messages and instructions are placed in your box. Do not send students to the office to check your box.

TEACHERS ARE REQUIRED TO CLOSELY MONITOR THEIR EMAIL. EMAIL IS TO BE CHECKED UPON ARRIVAL TO SCHOOL, AT LUNCH AND DURING PLANNING.

Announcements

Send all announcements that need to be made to the RCTCM afternoon announcements before the morning announcements. Our goal is to make as few all calls as possible as to not interrupt instruction.

Faculty Meetings

Generally, faculty meetings will be held twice a month in the afternoon after student dismissal. All meetings are and will begin at 3:30 p.m. and will be held in the Data Center unless otherwise stated. All certified employees are required to be in attendance.

Official School Correspondence

All official correspondence to be sent outside of the school's property must be typed. This includes all reports to the central office, the State Department of Education, Georgia High School Association and professional organizations etc. Please have a cohort edit or proofread your work to facilitate effective communication. Also, all correspondence being sent home must have prior approval from an administrator.

Newsletter Articles

All teachers are encouraged to submit information for the *Tiger's Roar* quarterly newsletter concerning outstanding or noteworthy achievements of students and faculty members. Articles concerning concerts, plays, athletics and other programs should be submitted. Let's keep the public informed about the good things happening at our Technical Career Magnet School.

Parental Conferences

We encourage and welcome the interest that parents have in the education of their children. Parents are our greatest allies when working with students. However, they do not like surprises relating to a child's behavior or performance. When a student is experiencing difficulty, teachers and administrators should work closely with parents. Often, many items of concern may be handled by a telephone call or email. Teachers should call parents to discuss problems or potential problems at school. This approach may help to avoid or solve problems before they become unmanageable and a conference becomes necessary. The Global Connect systems may be used to contact parents. Please see Ms. Tanksley about how to utilize the automated systems. At the first sign of behavior or academic difficulty, parents should be notified and the contact should be documented using the Teacher/Parent contact log and Teacher-Parent conference forms. **Call to share the good things too!**

Furthermore, teachers and when necessary administrators are expected to attend conferences with parents that request a conference. Teachers and administrators are to be courteous to parents at all times and grant conferences as often as desired **except** during a teacher's scheduled teaching time. Conferences will be scheduled through the guidance secretary. No conferences will be scheduled on Thursdays. Teachers will be notified via Outlook Calendar Notification, at least 24 hours in

advance. Teachers are required to respond to the notification and provide appropriate support documentation to the guidance secretary, if unable to attend. Do not schedule conferences during your regular class hours. This time is to be devoted exclusively to instruction of students. Do not encourage or permit parents, students, or anyone not connected with the school talk to you or students during class periods. During a conference with parents, educators should be tactful, but frank while discussing only the progress or lack of progress of their child. It is unethical to discuss the behavior and progress of other students in the presence of anyone other than the students' parents. Never make any derogatory remarks or say anything detrimental about another student. It may be difficult, but always try to find something positive to say about the student.

ATTENDANCE REPORTS

Every teacher is to keep a daily attendance report. Pupils enrolled in class/school are either present or absent and shall be marked accordingly. Every teacher shall alert the appropriate administrator/school social worker of any student that has been absent three (3) consecutive class periods without a legal excuse. Enter attendance in infinite campus daily.

Students that are tardy to school after 8:00 a.m. must check in at the main office to receive a tardy slip before reporting to class. Teachers should mark the students accordingly in Infinite Campus.

Excuses

All classroom teachers are expected to maintain current and accurate records of attendance for all students. Teachers should have a system to note legal absences in their roll books (i.e. doctors' appointments, court subpoenas, etc).

The front office will receive all notes from students who have been absent. They will make a determination as to whether the absence was excused or unexcused. The data clerk will mark the absence excused if it is found to be so.

Students who attend school occasionally cannot simply be withdrawn due to excessive absences without verification of his/her status.

Early Dismissal Excuses

Only the office may approve excuses for early dismissal. Students that request to leave early must bring a note from a parent or guardian. The student is to give the note to the main office between 7:50 and 8:00 a.m. The note must contain the time to be excused, the reason for the early dismissal, and the phone number by which the parent or guardian may be reached for verification of the information. The office staff will seek to verify all requests. The student is then to sign out in the main office before leaving school and obtain an "Excused from School" pass. The student should have his/her parent sign this form and show it to all subject area teachers of classes

missed on the next school day. The same procedure should be used if the student signs back in to school before the school day ends. The secretary will sign the form as the parent would, indicating the time the student signs in. This will serve as the student's pass to class.

NO STUDENTS WILL BE DISMISSED AFTER 2:55 p.m. Students will need to wait for the 3:10 dismissal bell.

Supervision of Students

All teachers are to study the Student Handbook and Code of Student Conduct and Discipline in order to be familiar with the school and board policies, rules, and regulations pertaining to students. ALL teachers are expected to strictly enforce the board and school policies. The teacher is responsible for the constant supervision of students. At no time during the school day should students be left unsupervised. During assemblies, the teacher should be seated with his/her class. Disruptive student behavior is significantly reduced when teachers properly supervise their students.

All teachers are to stand in the hallway during class changes until the bell has sounded to monitor student movement. This is necessary even if the teacher's planning period follows the class being dismissed. All staff members are to periodically check bathrooms and be visible throughout the campus when possible.

Supervising teachers and sponsors of sporting events, clubs, etc. are responsible for students before, during, and after an event until a guardian assumes responsibility. The sponsor or coach is responsible for insuring that all participants have a ride home after a practice or meeting is conducted or cancelled.

When students are taken outside, each teacher is responsible for his/her students. The teacher should move among the students and be visible in a supervising manner. Informal settings are excellent opportunities for teachers and students to develop a rapport, which can lead to a more wholesome relationship.

Checking Student Rest Rooms

Men teachers are to check the boys' restrooms located near their classrooms. Female teachers are to do the same for the girls' restrooms. These should be checked often during class changes. Improper behavior is to be immediately reported to the Principal.

Student Illness

Please allow students to call home to report illness. Students are to be given a pass to the clinic when they report illness. The nurse will determine the extent of the illness and assume responsibility for calling home to notify or advise the parents. If the clinic is not open, please send the student to the front office.

Class Schedule Concerns

A student will be admitted when he/she is assigned to a class. The subject area teacher should check with the counselor if there are valid reasons why a student should not be in a particular class. The student should remain with the assigned

teacher until the change is made. Schedule changes should only be made by the administration.

Hall Passes

The teacher to whom a student is assigned for a period is responsible for that student. Students are not to be allowed to leave class without a hall pass. Teachers must use the standard pass forms, which can be obtained from the Principal's office or the main office. Only the teacher issuing the pass and the person to whom the student reports should enter all information required on it. Please be sure that a student's reason for leaving the classroom is legitimate and necessary. Investigate all passes to see that the student used the pass and that the person to whom the student was to report signed it. It is wise to destroy passes yourself after they have been used. Only one student should be out of class with a pass at any given time. Passes are to be issued only for students to report to (1) the clinic for dire physical emergencies, (2) the guidance office for important business (teachers should question students to determine whether a pass to guidance is necessary) and (3) the library (see that the students (no more than 5) have a valid need to visit the library for a class assignment).

PASSES ARE NOT TO BE ISSUED for a student (1) desiring to speak to a student in another class, (2) going to the gym, (3) going to the locker, (4) going to get lunch money from someone else, or (5) going to the main office to find out the location of another student, to use the phone etc. or for any other reason deemed inappropriate by you, the teacher. Students should be expected to come to class prepared. Trips to the restroom and lockers should be done between classes. The teacher should use his/her best judgment when letting students go to the restroom and lockers during class time.

IMPORTANT: Teachers are not to excuse or detain students from any other teacher's class. Students are not to be released from their regular classes by any other teacher at any time. Exceptions i.e. field trips must be cleared in advance.

STUDENT ACTIVITIES

The student activity program at RCTCM is tailored to meet the needs and interests of the students and the interests of faculty members who are privileged to sponsor student activities. The administration welcomes any ideas for an extra-curricular activity, and where feasible, every attempt will be made to incorporate these ideals into the program. Teacher-student relations are significantly enhanced when teachers attend school activities and lend support through their presence. Each department is expected to support the activities of the other and faculty members are to be present at various activities to demonstrate an interest in what students do outside the classroom. The faculty's interest in student activities will increase the students' interest in the school and positively affect their behavior and academic pursuit in the classroom.

Sponsorship

The student activities at RCTCM have been most successful because of the diligence and concerted efforts of the sponsors. The continued success of student activities depends largely on the sponsors' involvement in all phases of the particular club or activity.

Clubs

All clubs will have a faculty advisor. Club meetings are held for approximately thirty minutes on Fridays of each week. All sponsors for clubs who want to enter any interscholastic competition involving similar clubs at Georgia High School Association (GHSA) member schools must obtain prior clearance with the administration. Administration will coordinate with the Athletic Director to obtain the necessary application forms, etc. for the sponsors and work closely with the applying sponsor to receive GHSA approval for participation in the contest.

Career Technical Student Organizations (CTSO's) that compete in local, region, and state competition should follow rules and regulations established by the State Department of Education. Individual sponsors should coordinate these activities with the assistance of the administration.

Club/Activity Operation

The Principal must approve all projects, including fund raisers that are to be undertaken by a group. Fund raising projects that involve the direct selling of food items during school hours are prohibited. An activity's sponsor is primarily responsible for scheduling of the activity. All activities must be placed on the school calendar at least two months prior to the actual date of the activity. The scheduling of an activity will be accomplished as soon as the requests are submitted and upon consultation with the Principal.

PUBLICITY for sponsored activities/events is permissible. Posters, signs, and advertisement must be properly displayed throughout the school.

Discipline

All teachers have the authority and responsibility for supervision of all students relating to their general conduct at school. Teachers must accept and discharge this responsibility in a reasonable, fair and consistent manner. Teachers should respond appropriately to discipline problems within the classroom with the realization that failure or the inability to do so will weaken the position of leadership and authority. Teachers are expected to establish appropriate rules of behavior for students in their classes and explain these rules to the students as often as necessary. As much as practical teachers are expected to expend any reasonable and humane efforts necessary to maintain a well-disciplined class conducive to learning. Teachers **MAY NOT** use corporal punishment, profanity, or act in any way to embarrass or demean students. A proper degree of professionalism must be maintained between teachers and students. The teacher-student relationship should always be one where the role of the teacher is the adult facilitator of the educational process. It is **NOT** advisable to

be “pals” with students at the expense of eroding classroom management. Students should not refer to any staff member on a first name basis. They should address teachers as Mr. or Ms. at all times.

Students should never be left unattended and should always be supervised by a faculty or staff member. In the rare event that you must leave during a class session, ask a neighboring teacher to keep an eye on your class, and return as quickly as possible. This should occur in emergency situations only. *Students are not to be placed in the hall for violating classroom rules.* Each teacher should prepare and use a behavior management plan to handle minor offenses and classroom disruption. If a student’s behavior in the class is such that teaching is consistently disrupted assistance may be requested and a referral should be submitted via Infinite Campus immediately. Parents MUST also be notified immediately of the student’s unsatisfactory conduct.

All students reported to the office for disciplinary reasons must have Disciplinary Referral submitted in Infinite Campus by the teacher.

Level 1 Violations that should be handled by the teacher

Dress Code Violation (*see below)
Chewing gum/eating candy in the classroom
Excessive talking/loud talking
Tardiness to class
Out of seat/disruption
Hall disruption/open display of affection
Coming to class unprepared—no book, paper, pencil, etc.
Refusing to do assignment
Horseplay, clowning, acting out
Eating in class
Cell phone policy
Electronic devices/headphones

Level 1 Teacher Intervention

Before a teacher can issue an office referral he/she must have had contact (telephone or in person) with the parent or guardian and have assigned the student to teacher held detention. When detention is given, the teacher must give the student 24 hour notice of the time and date of detention and the parent must be notified.

***** STUDENT DRESS & GROOMING POLICY**

On May 10, 2001, Richmond County's Board of Education approved the revised Dress and Grooming Policy and specific penalties for violations of the policy. All school personnel are expected to strictly enforce this policy throughout the school year.

Rule 14

Dress and Grooming

A student shall not dress, groom, wear or use emblems, insignias, badges, or other symbols where the effect thereof is to distract unreasonably the attention of other students or otherwise to cause disruption or interference with the operation of the school. The principal or other duly authorized school official shall determine whether any particular mode of dress, apparel, grooming or use of emblems, insignias, badges or other symbols result in such interference or disruption, and its cause, to all students by announcement or posting at the school.

Students shall at all times adhere to the following guidelines:

- A. Rules governing body cleanliness, modesty, and neatness of appearance and good grooming.
- B. Clothes and shoes that show good taste, avoiding extreme designs and styles which may pose a safety problem, are expected. Head dress (hats, sweat bands and scarves which are meant to be worn outside) is not to be worn inside the school building.

Coats and Jackets - Coats and Jackets shall be the appropriate size for the wearer shall not be overly baggy so as to distract or otherwise cause disruption or interference with the operation of school. Coats and Jackets should only be worn, in weather appropriate for the garment and generally should be removed and not worn while the student is in the classroom or in the school building.

When not being worn, the garment should be stored or hung in a manner and place reasonably determined at each school.

Shirts or Blouses - Unacceptable attire includes clothing that exposes the torso such as see through garments, halters, spaghetti straps, backless dresses, tube tops, tank tops, or muscle shirts, bare midriff outfits, or shirts or blouses that are tied at or may rise above the waist.

Skirts, Shorts, Skorts and Dresses - Skirts, shorts, and skorts must be fitted at the waist and should be at the knee area in length. The school board deems miniskirts to be disruptive and they are not allowed. This includes skirts and dresses and includes any opening, such as a slit that exposes the thigh above the knee area designation. Note: As a rule of thumb, parents may use a dollar bill, held sideways, for a measurement of no more than 2 ½ inches from the crease at the back of the knee.

Pants and Shorts - Pants and shorts, including athletic uniforms, must be fitted at the waist. They must not be baggy and must not be frayed at the bottom. Pants must not drag the floor. Unacceptable shorts include; but are not limited to, athletic shorts, spandex-style "bicycle" shorts, cut-off jeans, cut off sweat pants, short-shorts, running shorts, and see-through boxer-type shorts.

Belts and Straps - Belts, if worn, must be secured at the waist and bucked. All straps must be fastened and sashes must be tied.

Shoes - Shoes should have a closed heel or a heel strap. Shoelaces should be tied. No shower shoes, thong shoes, or house slippers are allowed.

Hats - No hats or head covers may be worn in the building.

Bandannas - No bandannas of any type will be allowed.

C. Fraternity and Sorority insignias on clothing are forbidden.

D. Sunshade and/or dark glasses will not be worn inside the school building unless prescribed by a physician or another person who is professionally qualified to make such a recommendation.

E. Students shall not wear clothing (shirts, caps, etc.) that will in any way promote or advertise the use of narcotics, alcoholic beverages, tobacco or stimulant drugs which are illegal for any student to use.

F. Suggestive, vulgar, or obscene pictures and/or language on clothing are forbidden.

Uniforms - Athletic, JROTC, and other school-approved uniforms must meet the guidelines of the county dress code.

Level 1 Teacher Intervention

Before a teacher can issue an office referral he/she must have had contact (telephone or in person) with the parent or guardian and have assigned the student to teacher held detention. When detention is given, the teacher must give the student 24 hour notice of the time and date of detention and the parent must be notified.

IN-SCHOOL SUSPENSION PROGRAM (ISS)

Pursuant to state and board policies, the ISSP is a means of working with students who present disciplinary problems by removing them from their regular classroom setting without removing them from the school. Students receiving special services will still receive necessary accommodations/modifications, while assigned ISS.

This program is not designed to replace any of the workable means of school discipline by the teacher, nor is it to be considered a final solution to the most critical discipline problems, but is intended to enhance the overall school discipline and keep offending students in school.

ISS Purpose

- Provide alternatives for dealing with student misconduct other than removal from the academic setting (out of school suspension).
- Reduces the number of suspensions by providing assistance to students in positive modification of behavior that usually leads to suspension.
- Reduces the number of school behavior problems that ultimately result in juvenile or criminal offenses.
- Allows a student to continue his/her academic progress while preventing him/her from being in contact with peers until the behavior improves.

- Provides a means of getting to the cause of the problem rather than having to deal with the results of the problem.
- Provides opportunities for the ISS student to examine his/her system of values in relationship to the values of the school and society-at-large and to reconcile existing conflicts.

ISS Teacher Duties and Responsibilities

The ISS teacher will be responsible for the following:

Ensuring that ISS students do not interact with students from regular classrooms

Explain the assignments from the regular classroom teachers to the students.
Offer tutorial assistance to students as time permits.

Maintain records of students assigned to ISS

When there are no students in the ISS, the ISS teacher may be assigned any duty deemed necessary by administration.

Classroom teachers are to provide the ISS teacher and students with assignments for the number of days that a student is assigned to In-School Suspension (ISS). The classroom teacher is to assign the ISS student work that is sufficient in quantity, scope and developmentally appropriate (on the student's level of comprehension) for the duration of the student's stay in the ISS. The regular classroom teacher is to grade completed assignments and give the ISS student the same credit for the assignments as awarded other students for the same assignments. The ISS teacher will administer any test that a student is required to take while assigned to the ISS and will return the results and all other completed work to the regular classroom teacher at the end of the day.

The regular classroom teacher may be instructed by the Principal or Assistant Principal to go to the In-House classroom during his/her planning period to assist in coordinating students' assignments with the ISS teacher if necessary.

The length of stay for a student placed in the ISS may vary but may not exceed fifteen (15) days per semester. A student may be placed in the In-House Program from one to three days for a first offense, five (5) days for a second offense and seven (7) days for a third offense. Students who have served the maximum number of days in IHSP within a semester will be suspended from school.

The following rules apply to students who are assigned to the ISS:

1. Students assigned to the ISS will report immediately to the In-House classroom.
2. The student is to bring all necessary papers, books, pencils, and pens from home/locker to complete the assigned work.
3. There will be absolutely no questioning the teacher about assignments.

4. Students placed in the ISS are to complete the assignments during the same period as any other students. Credit for a day of ISS is left up to the discretion of the ISS teacher.
5. Students are to follow their daily schedule of subjects while assigned to ISS.
6. If a student becomes ill while in the classroom, the nurse will be called to the ISS classroom to render assistance.
7. When a student is absent from class, he/she must make up the missed day immediately upon returning to school.
8. Students assigned to ISS are not allowed to participate in any extracurricular activities.
9. ISS students will be allowed two supervised visits to the restroom per day.
10. ISS students will have their meals with the ISS teacher at a time separate from the rest of the student body. There will be no talking during lunch.
11. The parents will be notified by phone or in a letter picked up by the students of the placement of a student in ISS.
12. Failure to follow the rules and regulations of the In-House Suspension Program will result in students being suspended from school.
13. In order to receive credit for each day assigned to ISS, students must complete a full day. Any student reporting to school late or leaving early due to appointments will not be credited for that particular day.

Tobacco

All employees and visitors are prohibited from using tobacco products in board owned vehicles and on all school property with the exception of outdoor facilities after school hours. All employees are prohibited from using tobacco products while supervising students for any school-sponsored activities. Consequences range from a written reprimand for the first violation to termination for a fifth violation.

Visitors/Guest Speakers

Visitors who come to see a particular teacher must have a Visitor's Pass from the front office. No student is allowed to bring visitors to school or to invite visitors to campus during the school day.

Please make every effort to invite community members into your classrooms when applicable. This will enhance your teaching and enrich student learning. All guest speakers must be approved by the administration before they are scheduled. The office should be made aware of any expected visitors. Recent graduates will not be allowed to simply visit with teachers and/or friends. Please encourage former students to visit with you after 3:20.

SAFETY PROCEDURES

Purpose

The safety and well-being of students, staff and faculty are of utmost importance in school operation and necessitate the formulation of a safety plan. The plan should focus on providing protection and safety against any threat that would endanger the health and lives of all persons here at RCTCM. In responding to a threat of any kind it is important to (a) identify the type and location of the threat, (b) immediately evacuate personnel whose safety is threatened, (c) report and seek assistance in containing the threat, (d) notify parents and guardians, and (e) if appropriate, evacuate the school premises. In compliance with state law and local policy, fire drills and emergency response drills are required. It is most imperative that these procedures be taken seriously in that one cannot predict the occurrence of a valid emergency.

Potential Threats

- A. **Natural Disasters** - Acts of nature such as Tornadoes, Severe Storms, Floods, etc. where little advanced warning may be provided.
- B. **Industrial Accidents** - Chemical or hazardous waste spills caused by accidents in industry. Train derailment or transport wreckage wherein dangerous or hazardous materials may escape into the atmosphere, etc.
- C. **Threats within the School** - Fire, Acts of Violence by students, staff, or others wherein the safety of a select group of all is threatened, etc.

Warning Procedures/Fire Drill/Bomb Threat

The main office will be alerted of impending natural disaster or industrial accidents. In which case, the intercom, persons with radios or messengers will be used to alert the rest of the school. The following persons have radios: Principal, Assistant Principals, Main Office Secretary, Discipline/Vocational Secretary, Guidance, ROTC, and Safety Officer. In the event of a bomb threat, we will evacuate 1000 feet from main building. The same escape route as used for a fire drill. In the event of a bomb threat you will be notified by word of mouth.

Tornado/Natural Disaster Drill

Teachers will direct their classes to line up along the interior wall outside of their classrooms. CTAE Labs - students should use the interior wall between the classroom and shop areas. Students in the gym should line up along the rear hallway. Teachers will take attendance, remain with students, give clear directions, and insure that students remain quiet and orderly in their protective positions until the "all clear" signal or further instructions are provided.

Upon receiving a warning, students should exit the classroom and assume the protective posture of facing an interior wall, crouching on elbows and knees, and placing hands over the back of the head. Everyone should remain in this position until the "all clear" signal - two loud bell tones are sounded.

Fire Drills

Each teacher will be responsible for the order and conduct of his/her students. The teacher must also keep a fire drill plan visible for all students and acquaint students with procedures for evacuation during emergencies. All teachers shall instruct students regarding the exits to be used and proper behavior in case of fire to include the following directions: "WALK, DON'T RUN, and KEEP CALM, DON'T CROWD."

The teacher whose room is next to or nearest an exit will appoint students to open the exit doors and see that they remain open until all students are out of the building. When the students have exited the building these students will then close the doors and rejoin their own classes.

The first student out of the room should be the leader whose sole duty is to lead the group through the proper exit and to the designated place of safety. The teacher must make certain that all windows are closed, remain in the classroom until the students have exited, close the door and follow the students to the designated area. Teachers are required to take roll after the students are out of the building and/or assembled during any emergency. Teachers are to use the checklist located in Appendix C.

It will be necessary to block certain halls and exits for the purpose of training students to remain under control and responsive to instructions when there is a change in the routine procedure. Students will be instructed to stop and remain quiet when they encounter a block and wait for instructions from the teacher who will lead them to another exit.

The students taking the alternate route should not interfere with other classes who have this route as the designated one, but should follow the last rooms normally using that route. Students guilty of misconduct shall receive disciplinary action.

Discharging or Possession of a Firearm on School Property

1. The first person aware of the presence or possible presence of a firearm should:
 - A. Quickly and discreetly, direct students away from the location and into a room.
 - B. Send a messenger to alert an administrator, public safety or anyone with a radio or telephone.
2. A code "Lock Down" will be given over the intercom at least three times.
3. All faculty and staff will close and lock their doors.
4. Students in the gym will be taken to the boy's locker room.
5. Students on the athletic field will remain
6. If an incident occurs in the main building, the wing will be locked.
7. If an incident occurs on any wing (A-F), custodians and administrative staff will secure the main building.

RCTCM Daily Bell Schedules 2017-2018

MONDAY & WEDNESDAY				
Class	Start Time	Tardy	End Time	Class Time
Breakfast	7:15 AM		7:50 AM	
First Bell	7:50 AM			
1 st Period	8:00	8:00	9:30	1 HR.30 MIN.
3 rd Period	9:35 AM	9:35 AM	11:05 AM	1HR.30 MIN.
5 th Period*	11:10 AM	11:10AM	1:10 PM	2HR.5 MIN.
1 st Lunch Halls D, E, F	11:05 AM	11:40 AM	11:35 AM	30 MIN.
2 nd Lunch Middle school	11:50 AM	12:25 PM	12:20 PM	30 MIN.
3 rd lunch Halls A & B	12:40 PM	1:15 PM	1:10 PM	30 MIN.
Literacy Time & Tiger Tell TV TVTV **	1:15 PM		1:35 PM	20 MIN.
7 th Period	1:40 PM	1:40 PM	3:10 PM	1 HR.30 MIN.

TUESDAY & THURSDAY				
Class	Start Time	Tardy	End Time	Class Time
Breakfast	7:15 AM		7:50 AM	
First Bell	7:50AM			
2 nd Period	8:00AM	8:00	9:30AM	1 HR. 30 MIN.
4 th Period	9:35 AM	9:35 AM	11:05 AM	1HR.30 MIN.
6 th Period*	11:10 AM	<i>11:10 AM</i>	1:35 PM	1 HR. 50 MIN.
1 st Lunch Halls D, E, F	11:05 AM	11:40 AM	11:35 AM	30 MIN.
2 nd Lunch Middle school	11:50 AM	12:25 PM	12:20 PM	30 MIN.
3 rd lunch Halls A & B	12:40 PM	1:15 PM	1:10 PM	30 MIN.
Literacy Time & Tiger Tell TV **	1:15 PM		1:35 PM	20 MIN.
8 th Period	1:40 PM	1:40 PM	3:10 PM	1 HR.30 MIN.

FRIDAY				
Class	Start Time	Tardy	End Time	Class
Breakfast	7:10 AM			
First Bell	7:50AM			
1 st Period	8:00AM		8:40 AM	
2 nd Period	8:45 AM		9:25 AM	
3 rd Period	9:30 AM		10:10 AM	
4 th Period	10:15 AM		10:55 AM	
Clubs/HR	11:00AM		11:40AM	
5 th Period	11:45 AM		12:55PM	
1 st Lunch D, E, F	11:45 AM		12:15PM	
2 nd lunch	12:25PM		12:55PM	
7 th Period	1:45PM		2:25PM	
8 th Period	2:30PM		3:10PM	

Sample Student Information Sheet

Appendix A

Book # _____ Period _____

Last Name _____ First Name _____

Homeroom Teacher _____ Grade _____

Home Address _____

Home Phone # _____ Emergency _____

Parent Cell # _____

Parent email address _____

Mother First and Last Name _____

Place of Employment _____ Work # _____

Father First and Last Name _____

Place of Employment _____ Work # _____

Class Schedule

Period	Course	Teacher	Room #
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____

Health Related Problems _____

APPENDIX B

Teacher Parent Conference Form

NOTE: This form is to be completed whenever contact is made with a parent/guardian whether in person or via telephone, etc.

Date_____ Time_____

Student_____ Teacher_____ Grade_____

Conference initiated by_____ Attendees_____

I. Topics for Discussion

A. Test Information_____

D. Work Habits_____

B. Report Card/Progress Report_____

E. SST_____

C. Behavior_____

F. Homework_____

II. Other topic(s) for Discussion

III. Plans made by Parent & Teacher to facilitate student's progress.

Teacher's Signature

Parent's Signature

A PHONE LOG IS AVAILABLE ON INFINITE CAMPUS. THIS IS PART OF THE GEORGIA TEACHER DUTIES AND RESPONSIBILITIES INSTRUMENT THAT ALL CERTIFIED EMPLOYEES ARE EVALUATED ON DURING THE END OF YEAR ANNUAL EVALUATION.

APPENDIX C
RICHMOND TECHNICAL CAREER MAGNET SCHOOL
EMERGENCY EVACUATION PROCEDURES

Insert new form

Note: We will communicate electronically.