

2016-2017
TGS Teacher Personnel Handbook
Monroe County Board of Education
25 Brooklyn Avenue
Forsyth, Georgia 31029

PERSONNEL

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Vice-Chairperson

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Assistant Superintendent
 For Support Services
Assistant Superintendent
 For Elementary Education and
 Professional Learning
Assistant Superintendent for Middle
 and High School Curriculum
 and Human Resources
Director of Federal Programs
Director of Instructional Student
 Supports
Coordinator of Instructional Student
 Support
Director of School Nutrition
Director of Student Services
Chief Technology Officer
Technology Specialists

Instructional Technology Specialist
Director of Transportation
Transportation Secretary

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Mr. Jackson Daniel

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Mrs. Sandy Colwell

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Mrs. Lisa Singley
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Mr. Kerry Johnson
Ms. Lakeisha Johnson
Mrs. Samantha Mimbs
Mr. Kelvin Hughley
Mr. Ronnie Shipman
Mr. John Courson
Ms. Rhonda Sullivan

Mr. Roger Onstott

School Social Worker
Administrative Assistants

Ms. Gwen Byrd
Mrs. Diane Czarnowsky
Ms. Sandy Peppers
Mrs. Sebrena Williams
Mrs. Pandy Horton
Mrs. Janet Howard
Mrs. Wanda Skinner
Mrs. Deidre Powers
Mrs. Sandra Walker

TGS Faculty and Staff 2016 - 2017

Administration

Principal
Assistant Principal
Assistant Principal

Dr. Richard Bazemore
Mrs. Michelle Collier
Mr. Chad Sanders

TGS Administrative Assistants

Secretary
Secretary
Secretary
Bookkeeper

Mrs. Nelleeta Davis
Mrs. Kathy Dennis
Mrs. Pam Davis
Mrs. Kim Kendrick

Support Personnel:

Counselor
Instructional Coach
Media Specialist
Parent Improvement Specialist
School Nurse

Dr. Valerie Jackson
Mrs. Misti Tonn
Mrs. Cassandra Ogletree
Mrs. Ginger Baldwin
Mrs. Leigh Grant

Pre-Kindergarten Teachers

Mrs. Stacy Nash
Ms. M. Crenshaw
Mrs. Kimberly Winters

Room Number

209
210
212

Kindergarten Teachers

Mrs. Maria Hayman
Mrs. Lauren Calhoon
Mrs. Wanda Crowder
Mrs. Holli Shipman
Mrs. Mandy King

205
204
208
206
203

First Grade Teachers

Mrs. Kasey Cone
Mrs. Cynthia Colvin
Mrs. Jenny Giles
Mrs. Amy Graham
Mrs. Nell Onstott

102
104
110
103
105

Second Grade Teachers

Mrs. Paula Cobb	116
Mrs. Paul Mitchell	117
Mrs. Pam Stokes	115
Mrs. Angela Taylor	112
Mrs. Nancy Haskins	113
Mrs. Jennifer Web	118

Third Grade Teachers

Mrs. Angela Dungan	406
Mrs. Kimberly Vinson	407
Mrs. Judy LaPish	405
Ms. Lynneth Whitten	404
Mr. T. Taylor	408
Mrs. Lori Parlier	409

Fourth Grade Teachers

Mrs. Rachel Britt	310
Mrs. Patricia Waite	311
Ms. Charyl Woods	313
Mrs. Michele Zdanowicz	317

Fifth Grade Teachers

Mrs. Marie Moore	301
Mrs. Tammy Martin	304
Mrs. Ashton Watts	305
Mrs. Stephanie Simmons	306
Mrs. Yvonne Stroud	307
Mrs. Brandy Sims	309

ESOL Specialist

Mrs. Mary McArthur	401
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EIP Teachers

Mrs. Wendy Thackston	106
Mrs. Karen McClellan	207
Ms. Kim Brown	308
Mrs. Barbara Dye	314

Special Education Teachers

Ms. Lauren McComb	107
Mrs. Leah Pritchett	109
Mrs. Betsy McClendon	201

Speech Teachers

Mrs. Valerie Grier	402
Dr. Kelly Smith	108

Arts Teachers

Music	Mrs. Sheila Kendrick	Chorus
Art	Mrs. Elizabeth Sheain	Art
PE	Mrs. Dallas Hall	GYM
PE	Mr. Kyle Ward	GYM

Gifted Teacher

Mrs. Cathy Brooks

118

Paraprofessionals

Mrs. Arlene Alford
Mrs. Joanna Balkcolm
Mrs. Kay Bertram
Mrs. Debra Bittick
Mrs. Angela Brisner
Mrs. Charlene Cass
Mrs. Becky Daniel
Ms. Kennisha Davis
Mrs. Sylvia Hatcher
Mrs. Leditra Head
Mrs. Kathy Ivey
Mrs. Karen Peters
Mrs. Munirah Robinson
Mrs. Amanda Turner
Mrs. Wanda Woodbury

Custodial Services

Ms. Helen Allen
Mr. Kareef Colvard
Ms. Dorothy Hardaway
Mr. Curtis Moore
Ms. Charlotte Owens
Mrs. Michelle Zellner

Head Custodian

Food Services

Mrs. Lavern Colbert
Mrs. Stacy Erikson
Ms Katrina High
Mrs. Joanne Mitchell
Mrs. Kathy Rabun

Manager

ABUSE

**All suspected abuse & neglect must be reported immediately to the school counselor or school administration.

AGENDAS

1. Agendas are a vital part of the curriculum. Agendas teach writing, organizing, planning, responsibility, and problem solving. As such, some attention by the teacher should be given to the agendas each day.
2. **Teachers need to check the agendas daily to verify that they have been signed.**
3. All teachers must have their students use the agendas.
4. Students must be taught how to use the agendas. They must be encouraged to see the value of using student agendas.
5. If a student does not turn in homework and does not have his agenda signed, the teacher should note the incident. If this situation occurs again, the parents should be contacted by phone or email if the parents do not have a phone. This may indicate a serious problem.
6. Not all parents will sign the agenda every night. The important thing is to get the child to recognize the value of planning even if the parent does not. Be flexible. Be encouraging and not critical.
7. The agenda is listed as and should be considered a textbook. Students who withdraw need to turn in their agendas along with the rest of their textbooks.
8. It is hoped that teachers will personally see the value of using the teacher agenda as a tool. By modeling its use, the teacher will develop among his/her students a greater appreciation for the agenda.

ALERT ALARM DRILL

See your Safety Plan.

ARRIVAL AND DEPARTURE

Teachers are to report to school by 8:10 a.m. and remain at the school until 3:55 p.m. or until the last bus is called (whichever is latest.) The minimum workday shall entail the duties for which the base salary is paid, such as teaching and teacher preparation, staff meetings, conferences with students and parents, planning conferences and related school activities in the community, and extra class responsibilities. Working hours for pre- and post-planning will be from 8:00 until 3:30 with an hour for lunch.

ARTS PROCEDURES (Art, Music, P.E.)

1. Homeroom teachers/assistants are expected to get students to and from class on time. However, if one arrives after P.E. instruction has begun, the homeroom teacher should take their students to the nearest grassy area not being used and conduct their own P.E. class.
2. PE classes may enter through the door nearest the direction from which you come. Exit will be determined by the P.E. teachers.
3. All classes need to be picked up on time and the students need to be escorted back to their homeroom classrooms.

4. When students are being instructed in art, music, physical education, etc., they are the responsibility of that teacher for the designated time period. Students are to be escorted to the receiving arts' teacher and are to be picked up from the arts' teacher so that necessary information can be exchanged.

ATTENDANCE – STUDENT

Parents should send a note to the teacher explaining the reason for any absence. This information should be sent to the office to be copied and the original will be returned to be filed by the homeroom teacher. Students are granted a lawful absence from school if any of the following conditions are met.

1. Personal illness when attendance would endanger their health or the health of others
2. Serious illness or death in the immediate family which would necessitate absence from school
3. Special and recognized religious holidays observed by their faith
4. Conditions which make attendance impossible or hazardous to their health and safety
5. It is the homeroom teacher's responsibility to report to the office any student who has accumulated 5 or more unexcused absences.
6. Homeroom teachers must submit parent notes or any documentation from school. Notes will be copied and copies will be returned to the teacher.

Please pay close attention to the procedures for the Student Attendance Council. This applies to students who have unexcused absences. There is a protocol for this that will be given to you at the start of school.

A student may be retained if he or she has more than fifteen (15) absences that are not documented by excuses from courts, doctors, etc. Parents' notes will not be considered as documented excuses after fifteen (15) absences.

ATTENDANCE – TEACHERS AND ASSISTANTS

1. Everyone is expected to be at work every day possible. Keep in mind that teachers and assistants can earn hours towards retirement – one month per 20 days if you have at least 60 days.
2. **Contact AESOP.**
3. A call should be made each day thereafter in the event of an extended illness.
4. Also, appointments, jury duty, and known absences should be given to the appropriate contact person during school hours before the day of the appointment.
5. All employees leaving school before the end of the day must notify an administrator, sign out in the office and sign back in if returning to school.
6. For extended illness please see the system Personnel Handbook.

BEHAVIOR GUIDELINES

Refer to Teacher Agenda page 16

BOE POLICY REMINDERS

WEAPONS AND EXPLOSIVES

According to law O.C.G.A. 16-11-127, it is unlawful for any person to carry, possess, or have under his control any weapon or explosive at a school building, school function, or on school property or on a bus or other transportation furnished by the school system. Violators, upon conviction, are subject to a fine not to exceed \$5,000.00, imprisonment for not less than one nor more than five years, or both. In addition, students violating this section of this policy are also subject to in-school suspension, suspension, or expulsion depending on the severity of the violation. Students who violate the law will be reported to the proper authorities as required by law – the Monroe County Sheriff’s Department and Superintendent of schools.

APPARENT WEAPONS

It is a violation of the Weapons and Explosives Policy for any Monroe County student to carry, possess, or have under his control any toy or other item having the appearance of resemblance of a weapon at a school building, school function, or on school property or on a bus or other transportation furnished by the school system. Students violating this policy are subject to in-school suspension, suspension, or expulsion depending on the severity of the violation. They will be reported to the proper authorities as required by law – the Monroe County Sheriff’s Department and Superintendent of schools.

BULLYING

No student shall willfully attempt or threaten to inflict injury on another person, when accompanied by an apparent present ability to do so or demonstrate any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm. Any student involved in such bullying is subject to appropriate disciplinary action. For those students in grades six through twelve, a third instance of bullying within a school year shall result in assignment to alternative school. Bullying Policy Monroe County BOE July, 1999

CAFETERIA

Breakfast Information

The costs for breakfast is as follows:

Student	\$1.30
Adult	\$2.25
Visitor	\$2.25
Reduced	\$.30
Extra Milk	\$.50
Extra Juice	\$.35

Breakfast Policies and Procedures

A breakfast program is offered for all students. Procedures applying to all grade levels are listed below.

1. The breakfast program will begin the first day of school.
2. Students who do not come to school by bus should arrive at school by 8:00 a.m. if they wish to eat breakfast at school.
3. Students who arrive at school on a late bus will be allowed to eat at that time.

4. Breakfast for adults will not be served after 8:00 a.m. Adults not on breakfast duty will be expected to leave the cafeteria by 8:10 a.m.
5. All meals provided by the cafeteria should be eaten there.
6. Breakfast for students will be served from 7:30 – 8:10 a.m.

Lunch Information

The costs for lunch is listed as follows:

Student	\$2.15	BOE Employee	\$3.30
Adult	\$3.75		
Reduced	\$.40		
Extra Milk	\$.50		
Extra Juice	\$.35		

If an adult wishes to purchase a la carte items, prices are as follows:

Entrees	\$1.50
Vegetables/Fruits/Desserts	\$.50
Bread	\$.25

Cafeteria Policies and Procedures

1. Teachers are not required to keep a record of lunch money received at school. Lunch money should go to the cafeteria first thing in the morning.
2. Tea or milk is part of a bought lunch for adults. Purchased individually, tea will cost \$.25.
3. Low fat milk is available for students and adults.
4. Students are not allowed to bring chocolate or any kind of mix to be placed in their milk.
5. Only those students who have a medical excuse from a doctor stating he/she is unable to drink milk may receive water or juice in its place. Students not wishing to drink milk may bring a non-carbonated drink from home. Drinks may not be brought to school in glass containers.
6. All students must take a carton of milk as they go through the line. They may give it to another student.
7. Students are expected to pick up food, paper and utensils around their trays and under their chairs.
8. Supervisors should begin getting classes ready to leave the cafeteria as soon as the class in front of them leaves the table area. The next class should line up as soon as the class in front has cleared.
9. Silverware should be placed in the appropriate bin. Trash is to be placed in the trash bin. The tray is to be placed in the window in a courteous manner.
10. It is especially important to keep students together as they leave the cafeteria. In order to do this, the teacher may select a line leader and a line monitor at the end of the line. The teacher should walk midway along the right side of the line. Organized lines and appropriate behavior is expected both to and from the cafeteria.
11. There is a designated employee to clean up spills and dropped trays from 11:00 a.m. until 1:00 p.m. in the cafeteria.

12. Staff members may only charge up to \$10.00. This must be paid and your account kept current.

General Cafeteria Guidelines

The cafeteria is an extension of the classroom-learning environment. We want students to practice appropriate cafeteria behavior and procedures so well during the first three weeks of school that it becomes routine for the rest of the year.

It is important for the students to get the cafeteria routine down since parents will have the opportunity to eat with their children. To ensure this is a positive experience for all we will implement the following procedures:

1. **All homeroom teachers are expected to eat with their students for the first two weeks of school and several other times during the school year.** Staff should model appropriate table manners and conversation. During regularly scheduled class meetings, the class should address cafeteria behavior. Frequent class meetings will facilitate students taking responsibility for their cafeteria behavior.
2. Non-homerooms teachers should plan to rotate among classes in order to eat with as many of their students and their students' peers as possible during the first two weeks of school and all teacher and assistant lunch duty weeks. Again, modeling appropriate table manners and conversation is vital for setting routines. This is not the time to sit with other teachers or assistants. This time is designated for teachers to be proactive in the cafeteria.
3. It is important for teachers to be ready to enter and leave the cafeteria at assigned times.
4. Homeroom teachers will be responsible for escorting their classes through the lunch line and to their seats. Teachers will return for their classes and ensure that the area is clean before dismissing students to put away their trays.
5. Upon entering the cafeteria, students need to be silent. While eating, students need to use a classroom voice. As students line up for dismissal, they should do so in an orderly fashion. Once dismissed, students need to return to silent status until arriving in their classrooms or the playground area.
6. When a colleague is not on time to dismiss his class, the next teacher should dismiss his colleague's class and then his own. When dismissing a colleague's class, the class should be strategically lined up to wait for their teacher. This will allow the dismissing teacher to leave the cafeteria with their own class. Remember to notify an on duty teacher that your colleague's class will need extra supervision until he arrives.

Monitoring of the Cafeteria

1. Homeroom teachers have been assigned to monitor each side of the cafeteria during the lunch period. Teachers on duty will have the responsibility for maintaining the cafeteria on their respective side.
2. Instructional assistants will eat with their homeroom students and assist the monitoring teacher (e.g. take a sick student to the nurse). Teachers and assistants on duty will be proactive and circulate a minimum of three times while on duty.
3. Teachers on duty will handle disruptions. When appropriate, they will report students

to the homeroom teacher for further follow-up.

4. When the lunch flow experiences a delay, teachers need to keep to their regularly assigned lunch dismissal times. Everyone's flexibility will be appreciated.
5. The cafeteria clock will keep the official time.
6. Trays may not leave the cafeteria; this includes breakfast and lunch.

The school wide signal used to get students' attention will be as follows:

Teacher's hand up ---- Students' response: stop talking, sit up straight, and raise hand.

Visitors in Cafeteria

All lunch guests should send a note to make lunch reservations. Visitor cost for lunch is \$3.75. Upon entering the school, visitors should receive a pass from the office and meet and leave his/her child at the cafeteria.

Cafeteria Procedures for Adults

1. Salad bar will be available for teachers.
2. Any employee who wishes to eat breakfast at school must be finished and on duty by 7:50 a.m. Breakfast will not be served to adults after 7:45 a.m.

Compensation for Cafeteria Monitoring Duties

Teachers may leave after bus dismissal the last day in the week (usually Friday) if they were on lunch duty. Instructional assistants will have duty-free lunch the week their teachers have lunch duty.

Lunches for Field Trips

Before boarding the bus all students will report to the cafeteria. Those wishing to purchase a lunch should be at the front of the line so they can give their lunch numbers quickly. Students will be given sack lunches which will be placed in a box labeled with the teacher's name. (Classes leaving after 10:30 a.m. should pick up lunches at 8:30am)

CODE OF CONDUCT

Refer to page 10-11 in Teacher Agenda. For certain areas of the school, such as the lunchroom, hallway, playground, etc., there are more specific responsibilities.

Refer to Behavior Guidelines on page 10-11 in the Teacher Agenda.

Self-discipline is a learning process that requires time and teamwork between TGES staff members, students, and their families in order for a discipline plan to be effective. Parental support is needed in order for all students to fully understand the plan. Students need encouragement from home and school to achieve self-discipline. Therefore, each group needs to be responsible for carrying out the following responsibilities to the best of their ability:

Staff Members

1. Provide a safe and healthy school environment for our students.
2. Provide a class environment that keeps students engaged and promotes learning.

3. Strive to be aware of the individual needs of our students.
4. Communicate with families regarding their children's progress.
5. Participate in staff development activities to enhance student learning.
6. Seek ways to improve the academic and social performance of all students.
7. Show respect for themselves and others.
8. Be sure that parents are aware of any policies in your classroom or grade level that influence grading and/or Honor Roll.

Students

1. Arrive at school on time.
2. Take the agenda, folders, and other communications home to your family.
3. Return completed homework.
4. Be a cooperative learner.
5. Ask for help when needed.
6. Show respect.
7. Be a responsible citizen.

Family

1. Have your child attend school daily.
2. Have your child get approximately 8 to 10 hours of sleep each night.
3. Spend at least 20 minutes per day reading to/with your child.
4. Review and sign the agenda daily.
5. Attend PTO meetings, parent conference, and other school events.
6. Model respect for others.
7. Spread hugs and words of encouragement throughout the evening and study time.

CONFIDENTIALITY OF STUDENT INFORMATION

It is essential that teachers, assistants and any other personnel associated with the school remember that anything that is seen, heard or said in relation to a student or any school matter is highly confidential and should not be discussed or alluded to at any time. It is most important that this be remembered when school/home telephone conversations are being overheard by others. The problem should not be aired in front of anyone other than an administrator.

COPYING MACHINE

1. The bulk of copying should be done in the Xerox room. Please plan ahead to allow two days minimum in which to complete your order.
2. Complete ALL information on the Xerox form.
3. Office and media center copiers are not for multi-use. Only one or two copies should be made at any time.

CORPORAL PUNISHMENT

Corporal punishment is a Monroe County Board of Education approved consequence for misconduct. At TGS, corporal punishment is administered by an administrator in the presence of an adult witness. Such punishment will only be administered in the school office area.

DAMAGED AND LOST BOOK POLICY

1. Be sure the book has been damaged since it was issued to the student this year.
2. Charge \$.25 for each torn page.
3. \$2.50 should be the maximum charge for a damaged book that can be used again.
4. If the book has been written in:
 - (a) require the student to erase all writing and markings
5. If a book is lost or damaged beyond use:
 - (b) If this is the first year the book has been used, the cost to the student for replacement is the price of a new book.
 - (c) If the book has been used previously, the cost to the student for replacement is one-half (1/2) the price of a new book.
 - (d) Below are the costs for **new** books: (remember to charge half price for used books)

ENGLISH

Grade 3	\$15.00
Grade 4	\$15.00
Grade 5	\$15.00

MATH

Grade 3	\$53.55
Grade 4	\$53.55
Grade 5	\$53.55

READING

Grade 3	\$34.30
Grade 4	\$47.65
Grade 5	\$48.10

SOCIAL STUDIES

Kindergarten	\$15.00
Grade 1	\$15.00
Grade 2	\$15.00
Grade 3	\$15.00
Grade 4	\$15.00
Grade 5	\$15.00

SCIENCE

Grade 1	\$44.53
Grade 2	\$44.53
Grade 3	\$50.96
Grade 4	\$50.96
Grade 5	\$50.96

DISCIPLINE

T. G. Scott Elementary School expects to maintain an effective school environment that embraces mental and physical safety and discipline with dignity. A school wide discipline program, the “Code of Conduct” outlines misbehavior and consequences. It is the school’s desire that all misbehaviors will be addressed in a way that provides for improvement through the development of student self-control. The goal is for students to display behavior, both in and out of school that is dignified and reflective of those characteristics normally associated with good citizenship.

Philosophy

At TGS, we believe in self-discipline, and we promote mutual respect for all in order to protect the safety and well being of all students and staff. Our philosophy is based on the following statements.

1. School personnel accept responsibility for administering clear and consistent expectations for student behavior.
2. Parents and community members have an active role to play in supporting an effective school discipline plan.
3. Students who exhibit inappropriate behavior can be taught an appropriate behavior.
4. Students can be taught to act respectfully and responsibly.
5. Students can choose to behave by accepting responsibility for meeting the expectations for their behavior.

TGS-PBIS Motto

Take Responsibility, Give Respect and Safety Matters

See PBIS Handbook and Section Regarding Discipline

Self-discipline and mutual respect for all are essential in order to provide for the safety and well being of all students and staff. Therefore, hitting, making fun of others, and name-calling are not acceptable. If a student encounters a classmate who is not being respectful, that student should report the occurrence immediately to an adult rather than retaliating. If a student retaliates, both students will receive consequences since both failed to display respect and maintain an appropriate school environment.

Parental support is needed in order for all students to fully understand the Code of Conduct. Self-discipline is a learning process that requires time and teamwork among the SES staff, students and their families in order for the Code of Conduct to be effective.

The primary responsibility for behavior is that of the student. Teachers are responsible for classroom management and communication of clear and consistent expectations for appropriate student behavior.

POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBIS)—

All students at T.G. Scott Elementary School will participate in a positive behavior program. The behavior plan incorporates effective teaching, positive rewards, positive reinforcement, consistent procedures and rules, and logical consequences to teach students appropriate behavior necessary to be successful in school and throughout life.

In the TGSES plan, there are three types of referral forms that your students may receive. Become familiar with each of these forms in order to better support your students in their success. The three types of forms are:

Positive Referral Form: The positive referral form recognizes and lets the parent know that their child has done something exceptional at school.

Minor Classroom Referral Form: The minor classroom referral form is sent home to inform parents about a specific minor behavior their child has shown at school and the consequences for the behavior. Definitions of minor behaviors are identified in the staff PBIS handbook.

Office Referral Form: The office referral form is used when a student has been referred to the Principal's Office for further support and additional consequences for major behavior. Definitions of these behaviors are identified in the PBIS handbook.

Our PBIS behavior plan is a critical component for the success of our school and a positive learning environment. Please take this opportunity to spend time with your student's discussing the importance of Taking Responsibility, Giving Respect, and Safety Matters at school and at home. Your support is appreciated as we work together to ensure student success in a respectful, responsible, and safe environment.

***More information in reference to TGS PBIS can be found in the PBIS Handbook and the TGS Commons Folder under the PBIS tab.

DRESS CODE

Employee dress and personal appearance while employed by Monroe County Board of Education and while representing the schools in connected activities should be such as to reflect dignity and pride in the schools.

All Monroe County School System employees are expected to dress in an appropriate and professional manner as dictated by job duties and responsibilities. Discretion in choice of wearing apparel and proper grooming helps to promote an instructional atmosphere conducive to learning.

All school system employees are required to maintain and wear a system-provided personnel ID card at all times while at work.

An employee may be required by the Board to wear a uniform, protective clothing, or any type of protective device.

All employees of the Monroe County Board of Education are required to dress appropriate to their job roles. As individuals working in a professional environment with children, our responsibilities include being role models.

The following dress code applies to all employees of the Monroe County Board of Education except when a uniform is required. If a uniform is required, the employee is expected to abide by the guidelines set forth for the uniform.

The following items are examples of appropriate attire:

- All clothing should be clean, pressed, and not frayed.

- Appropriate tennis shoes may be worn.
- Knee-length shorts (maximum of 2 inches above the knee—including any splits) are permitted during pre/post planning. No gym shorts or nylon-type (athletic) shorts may be worn at any time. Shorts may not be worn to parent meetings or days when parents will be in the building (i.e. registration day or parent conference).
- Body piercings are limited to ears only (men limited to stud earrings only).
- Midriffs must be covered at all times.
- Underwear must be covered at all times (bending, sitting, stretching, etc.).

Men

- Dress slacks
- Short/long sleeve dress shirts (not mandatory)
- Ties preferred (not mandatory)
- Sports jacket/suit (not mandatory)
- Khaki pants or pants of khaki-type material

Women

- Skirt/dress length (all around) should be a maximum of 2 inches above the knee, including the split. Appropriate denim skirts/dresses are allowed.
- Capri pants
- Slacks
- Suits
- Blouses/tops should have an appropriate neckline close to the neck. No cleavage should be showing.

Physical Education Teachers

- Wind suits or khaki-type shorts to the knee may be worn in the PE class. If shorts are worn, teachers will need to put on wind pants/suit before going outside the PE environment. Shorts may not be worn in the academic classroom. No shorts or wind suits may be worn during parent conferences or meetings with parents.
- No gym shorts or nylon-type (athletic) shorts may be worn.
- Only knee-length shorts (maximum of 2 inches above the knee—including any splits) may be worn.
- Collared shirts should be worn. Exception: T-shirts that are school, academic, or holiday spirit attire may be worn in the PE environment. T-shirts (see above) are allowed with jackets/vest outside the physical education environment if the jacket/vest is kept on.

Emergency

Emergency Bag contents:

- Class Rosters
- Copy of registration forms with guardian contact name and phone numbers
- Medically Fragile information
- Foldable Safety book
- Color Coded Cards

Safety Codes:

Code Red-

This means that it is a *lock down*. The teacher will sweep the hallway and close and lock the door. All students and teacher should gather away from the door/window in a safe location (Interior wall). You cannot leave until further notice. If you are in the hall on your way to or from another location, go to the nearest classroom and stay put. If you are already in a room with an adult, stay put. **REMEMBER: A Code Red will only be called off by an Administrator or Emergency Personnel unlocking your door with a Master Key.**

Code Orange-

-Hazardous materials, Bomb, Fire

Hazardous Materials: Evacuation OR Shelter

If Evacuation: Follow Code Orange Evacuation (Bomb Threat)

If Shelter: Close all windows, doors, shut down ventilation, Block air from outside (duct tape around windows, towels under doors) Tape color cards to door and window.

Bomb

Grab rosters, color cards, and evacuate the building as safely as possible, meet at the designated evacuation site, use color cards to communicate status, remain calm (1000 ft.)

Fire

Grab rosters, color cards, and evacuate the building as safely as possible, meet at the designated evacuation site, use color cards to communicate status, remain calm (300 ft.)

Code Grey

Watch- This means that there is some type of *severe weather*. When you hear this, if you are outside, come inside, but have class as usual unless further directions have been given by administrator.

Warning- Secure students in severe weather positions; back against the wall, knees tucked into chest; ok to double stack students. Teachers should remain in this location until a Code Green call is given from the Administration

Code Yellow-

Civil Disturbance, fight, weapon on campus, crimes near campus, heightened state of awareness.
All outdoor activities suspended, lock classroom doors & remain in the classroom and wait for specific instructions from the office. Continue with instruction until told otherwise.

Code Blue-

Any person is unresponsive

If a person becomes unresponsive in your room call the office to initiate a “Code Blue,” relocate individual to another room, all Code Blue team members report to the site. If in the hallway, move students into a classroom away from door window.

Code Green –

This means *all is clear*. Return to normal school day procedures.

FACULTY MEETINGS

Most faculty meetings will be held on Wednesday afternoons following bus dismissal. Grade level meetings will take place monthly in the grade level chairperson’s room. Minutes to be shared with administrators are to be taken at grade level meetings. Meetings will not be lengthy or run beyond 3:45; however, everyone is expected to remain until there is closure unless the principal has been notified ahead of time. Participation is expected of everyone. All teachers are to leave Wednesday afternoons and other announced meeting days open in order to attend.

FIELD TRIPS

It is expected that homeroom teachers will accompany their homeroom students on field trips. Personal leave days should not be used on field trip days without principal approval.

FLOWER POLICY

Faculty and staff members – Flowers will be sent in case of an extended illness or hospitalization.

Faculty and staff members’ immediate family (husband, wife, children, father, mother, father-in-law, mother-in-law).

All staff are asked to contribute \$10.00 to this fund. The due date will be August 12, 2016. Please make contributions to the school bookkeeper.

GRADE BOOK

Grades for students are to be kept in the school agenda teacher grade book. Grades should also be entered in the computer at the end of **each week** using Infinite Campus.

A notation is to be made in the grade column which indicates what the grade was taken from and/or the skill being tested (Example: Chapter 3 – Weather or Drawing Conclusion, (master 24). This should be listed at the top of the sheet in the space provided. In grade books, where there is provision

already made for this, you would utilize the provided area, of course.

The grades for all grading periods for a subject area should be kept together. In other words, they should not be located throughout the book. Grade books will be collected and reviewed by the administrative team.

Policies: A minimum of nine grades per content area should be entered in Infinite Campus each nine weeks for every student.

Reading: Grades will be given on selected workbook pages, masters, projects, oral reports, supplementary reading, and/or tests.

All Kindergarten through fifth grade teachers are required to implement The Accelerated Reader Reading Incentive program with their students. Reading grades should not be determine by AR testing.

AR is a motivational program. Students should not be disciplined for not reaching their goal.

Kindergarten students should begin using AR as the classroom teacher deems appropriate.

Language: Grades will be given on book exercises, selected masters and workbook pages, chapter tests, projects, and compositions.

Spelling: Grades will be given on weekly tests.

Handwriting: A handwriting grade based on teacher judgment will be given. A handwriting grade of N or U will not keep a child off of honor roll.

Math: Math grades will be given on teacher observations, selected masters and text workbook pages, textbook assignments, projects, and/or tests. Grades may also be given at the concrete level of participation.

Social Studies/Science/Health: Grades will be given on exercises, workbook pages, oral reports, masters, tests, and projects when assigned. A grade may be given for a Weekly Reader/Time Magazine worksheet occasionally and only after teacher support in the reading of the magazine. The grade for this assignment may count in only one subject and should not be a weekly grade.

Special Notes

1. For the areas of Personal and Social Growth, Art, Handwriting, Music and Physical Education the following scale is used:
S – Satisfactory N – Needs to Improve U – Unsatisfactory
2. Classroom participation is an important part of instruction and may be considered when determining the final grade.
3. A grade evaluating performance in cooperative learning groups may be assigned when appropriate.
4. Number grades recorded in the grade book and used to determine quarterly averages will be placed on papers.

5. Other papers not used to determine quarterly grades will have non-numerical markings such as a check mark, -1, very good, a smile face, etc.
6. No quarterly exams will be given.
7. A student should be present 23 days during a grading period to receive grades.

Regular education students who are failing in a particular subject should receive both the actual numerical average and the letter grade "F". Because of student papers sent home and teacher contacts (agendas, phone calls, etc.), parents should be aware of a possible failing grade.

If a student has a failing average in any subject area, the teacher should contact the parent by phone in order to set up a conference. If parent cannot be reached by phone, a letter should be mailed home. The student should also be referred to the SST for review and support if he has not already been referred for this problem.

HALL PASSES

When a student must move in hallways unescorted by an adult, the sending teacher will provide the student with a class pass. The pass may be of any reasonable design or color choice, however, the student is expected to wear the pass in a clearly visible area noticeable to any approaching adult. Teachers will need to carry passes with them during lunch and recess.

HEAD LICE

SCHOOL POLICIES

1. If a student scratches his head excessively, he/she should be sent to the nurse so the hair can be checked.
2. All students in a class will be checked by the nurse if a student in that room has lice.
3. Brothers and sisters of an infested child will be checked by the nurse.
4. A record will be kept by the nurse of all students who are infested and the date detected. Students listed will be checked again in ten (10) days by the nurse.
5. Infested students will be sent home and letter #1 will be given to the parents.
6. Proof of treatment (shampoo box top, bottle, note from health nurse, etc.) will be required upon return to school and the child will be checked again by the school nurse.
7. If a student returns to school without being satisfactorily treated, he/she will be refused readmission to school.

CLASSROOM POLICIES

1. Short coats and jackets should be hung on the backs of desks.
2. Long coats should be hung on a coat rack so they do not touch.
3. Store caps so they do not touch.
4. Students should not share combs and brushes.
5. Students should not be allowed to place their heads on the carpet.
6. Students should be cautioned about rubbing their heads together.

HOMEWORK

Teachers are encouraged to give homework on a regular basis and in reasonable amounts. Please make an effort to make assignments as interesting as possible. If the completed assignment is not discussed in class with each student having an opportunity to ask questions, then the teacher should make some sort of evaluation and return it to the student.

Homework may not be given on Fridays or over holidays. Those children whose parents attend PTO meetings will receive a free homework pass. The pass will be good for homework assigned on the actual meeting night.

Written homework assignments should be for independent practice and should take approximately 10 minutes for 1st grade, 20 minutes for 2nd grade, 30 minutes for 3rd grade, 40 minutes for 4th grade and 50 minutes for 5th grade - actual working time. This may not apply on nights when students will prepare for tests or work on special projects. If your students consistently take longer than the aforementioned time, please make adjustments. Remember, the purpose of homework is review, practice, drill or enrichment. Homework should only be given on a skill that the students know.

All students are expected to read 20 minutes every night.

HONOR ROLL

The designations for Honor Roll are listed below.

1. Star Students – Those students who earned all A's and S's including all areas listed under Personal and Social Growth, including PE conduct.
2. Honor Students – Those students who earned no grade under a B and earned all S's including all areas listed under Personal and Social Growth, including PE conduct.

Some students who attend special education classes may not have a grade for every designated subject on the report card because state guidelines allow them to be exempted from some regular education classes. If these students have A's, B's, and S's on all graded subjects, they would be designated as Honor Roll students.

BEAR HONOR ROLL

At the end of the second, third and fourth grading periods, teachers will list the names of students who have improved at least one letter grade in one subject without dropping a letter grade in the other areas. Students must also earn the grade of S in the arts and all areas listed under citizenship and study habits on the report card.

Clarification: A student may have D' and F's the first nine weeks. If he/she now has all D's or fewer F's, has not lost ground in any subject, and all other grades (excluding handwriting) are no lower than an S, that student would be eligible for Bear Honor Roll. (Losing ground means the numerical average is not as high as it was during the previous grading period.)

Although an S- denotes some improvement may be needed, it still is considered as S for honor roll purposes. If a student loses no ground in any academic subject excluding handwriting, and improves an S- to an S or S+ in other areas such as PE, music, art or social skills, then he/she is eligible

for Bear Honor Roll.

It is important for students to understand the importance of how they earned Bear Honor Roll. If you spend some one-on-one time with students explaining how they earned this right, it will probably pay big dividends.

INCLEMENT WEATHER

Due to inclement weather, school closing may become necessary. An effort will be made to contact the radio and television stations listed in the teacher agenda so that they may assist in disseminating information. Please tune to these stations for information before calling school officials. At a time such as this, school officials are busy making plans and arrangements. A “calling tree” will be updated to facilitate communication between faculty and staff in case of an emergency.

JURY DUTY BOARD POLICY

All BOE employees shall be allowed a leave of absence without loss of pay for the purpose of attending any court as a juror. The teacher or other professional employee who serves as a juror shall not have the jury leave deducted from sick, personal or professional leave. No person utilizing leave for jury duty shall be required to pay the cost of employing a substitute to serve in his/her absence on such jury leave. If a person finishes jury duty early in the day, he/she should return to school and resume responsibilities. The substitute will then be assigned other duties by the office staff. For further information see Board Policy GCRGAR.

LAMINATOR POLICY

1. Personnel may have the media center personnel to laminate instructional materials that students will handle and use at school from year to year. No laminated items should be sent home.
2. Materials laminated at school expense become the property of the school.

LESSON PLANS

1. Lesson plans will be due by midnight on the Thursday of the week before they are taught. They should be uploaded to the lesson plan folder in google classroom.
2. If you are absent on Monday, your plans should be either delivered to school or the substitute should be able to follow an emergency plan you have prepared. Alternate plans for a substitute might also be sent by way of a fellow teacher or emailed to the Grade Level Chair.
3. All 8 components of the plans are to be complete. The date, time and subject should always be indicated.
4. Make sure you have plans available for Guided Reading and Guided Math groups.
5. It is expected that adjustments will need to be made on a day-to-day basis. Show these adjustments by strike throughs, the use of arrows, etc.
6. Social Studies and Science should be scheduled and taught every day.
7. All duties for the day should be listed so a substitute would be able to perform them upon your absence.

MAILBOXES

Mailboxes are located in the hall in the office. Mail or messages will be placed in the boxes as soon as possible. If you are expecting an urgent call, please let the secretaries know to interrupt you.

Students are not allowed to get mail from the boxes.

MAINTENANCE

If repairs are needed in the building, please complete a maintenance repair form.

An exterminator will be in the building once a month. Rooms will not be sprayed unless requested by the teacher. If you are allergic to such spray, please notify Dr. Bazemore in writing prior to the visit.

ROOM MAINTENANCE

Teachers are asked to do the following before leaving the classroom each day:

1. Make sure lesson plans and materials are in order for the next day's instruction. Plans should be very visible in the event that a substitute needs them.
2. Pick up any paper or inappropriate materials your students may have missed off of the floor.
3. Turn out lights.
4. Lock your door and leave ajar for the custodian

MEDIA CENTER POLICIES

1. The media center is open to all students from 8:15 to 3:00 each school day. The students must have passes.
2. Students may come in groups of 5 or fewer to check books out for pleasure reading at any time the media center is open.
3. Students who are renewing materials may come between 8:00am and 8:15am. They must bring the materials to be renewed with them.
4. Small groups of students (5 or fewer) may be sent to the library to do research without previous planning with the media specialist.
5. Entire classes may be brought to the media center for preplanned activities such as locating materials for projects and reports, using a variety of reference materials, story time, book reviews, watching special programs or videos on TV, etc. The above activities must be arranged **in advance** with the media specialist. Whole classes should be brought to the media center for instructional purposes only.
6. Larger groups (more than 5) must be accompanied by an adult.
7. The media specialist is available to help teachers plan library skills lessons. The lessons may be conducted in classrooms or in the media center. They will also serve in a support role for classroom instruction as the need arises.
8. Requests for instructional materials should be made in writing at least 3 days in advance. This will give the media specialist time to locate and assemble the materials. The date and time is needed on your request.
9. Written audiovisual requests can be sent by students before 8:30am. Teachers or instructional assistants may come for materials at any time during the school day. Audiovisual materials should be returned at the end of the day unless special arrangements have been made with the media specialist.
10. Under no circumstances should students handle TV carts. This is very dangerous for students. If you are unable to get TV sets yourself and no adult is available, we will deliver the set or ask someone to deliver it.

11. Remember the primary role of the media specialist is to support your instruction in many varied ways. It is your responsibility to provide them with this opportunity.
12. Classroom collections (approximately 30 books for pleasure reading on a one-month loan) may be checked out by teachers for their classrooms. However, the media specialist will no longer be able to select these for teachers. Teachers or instructional assistants should select these.
13. A brief orientation to the media center for new personnel will take place soon after school starts. All new teachers and assistants will be notified of the day and time.
14. Copyright infringement is a serious matter and is not tolerated in our school system. If you are in doubt about copyright, please consult the media specialist who will assist you in understanding what may be copied legally.

Guidelines for Classroom Use of Videotapes

Certain copyrighted videotapes may be shown in classrooms through fair use provisions provided they meet the following criteria:

1. They must be shown in a classroom environment
2. They must be part of the course of instruction
3. They must be shown by students or faculty
4. No viewers except students, faculty and guest lecturers
5. No admission fees will be charged

Videotapes may not be shown in classrooms for entertainment or time fillers.

Rental videotapes which meet the above criteria may be shown in classrooms only if the leasor writes on the rental agreement form that the video will be shown in a public performance. (Ask about this when renting) The person who rents or owns a videotape may not loan it to others to show.

Videotapes recorded at home by students should not be shown in classrooms.

Many school owned videotapes have a FBI warning (For Home Use Only) but are permissible to show in classrooms because public performance rights were included when purchased.

Off air videotaping has additional guidelines which will be followed when requests are made for such services.

All videotapes must be approved by the administration before being shown to students. There is a video approval form that must be completed and signed by an administrator

MOMENT OF QUIET REFLECTION

Listed are directions as to how the Monroe County Schools will comply with the 1994 legislation:

1. The statement we shall use is: "Let us pause for a moment in order to reflect on the anticipated activities of the day."

2. Teachers should not enter discussions with students as to whether they may pray silently during this moment. Explanation, if needed, should be that they are being allowed time to reflect on the school day. The teacher should not give students the impression the teacher is engaged in prayer. For the teacher to assume a prayerful posture or to end the moment with an audible “amen” creates the possibility that the teacher can be perceived as recommending or endorsing prayer.
3. Announcements
4. The Pledge of Allegiance and recitation of the mission statement should follow the moment of quiet reflection.

MONIES COLLECTED

Monies collected from students should be sent to the office each day. “Monies Received” forms will be completed by the teacher and turned in with the money. On each deposit slip there will be listed the categories for which the money was collected.

The school bookkeeper will be responsible for making deposits and keeping the school financial books up-to-date.

Lunch money will go directly to the cafeteria.

PARENT CONTACTS AND PARENT CONFERENCES

A teacher must document whenever conferencing in person or by phone with a parent/guardian. The teacher should use the Parent Contact Form for documentation and keep for future records and/or use. A copy of the Parent Contact Form should be turned in every nine weeks to

PARTIES

At TGS, there are two school wide celebrations are scheduled for the school year: Fall Harvest/Halloween Party and Winter Holiday/Christmas Party. Parties should be well supervised, entertaining and fun for the students and consistent among individual grade levels. No other parties should occur, however, a single birthday treat may be shared with classmates.

1. Parties are usually scheduled from 2:30 – 3:00.
2. Clean up should be completed by 3:10.
3. Some type of quiet, planned activity should be provided before students load buses.
4. Students are not permitted to eat unfinished treats on the bus. All food must be consumed in the classroom. Knowing this, do not over-plan.
5. Watching movies is not a party activity.
6. Non-homeroom teachers should visit homeroom classrooms in which they have students during party time.
7. No student may be excluded from any party due to a behavioral problem unless otherwise approved in writing by an administrator.
8. Students usually enjoy a party more if their teachers participate in the fun. Although it is not a requirement for teachers to dress up, it is hoped that teachers will find a way to get in the spirit of things.
9. All homeroom teachers should have a class tree in their room at Christmas time. The tree should be up a week before the holiday. The tree and all decorations must be taken down before

- personnel leave for the Christmas holidays.
10. School purchased items such as crayons and pencils may not be given as gifts to students.
 11. Jeans are appropriate attire for faculty and staff on party days.
 12. Costumes worn by students at Halloween should not include any type of toy weapons (ex. arrows, guns, etc.)
 13. Food- Only store bought food products are allowed because of serious food allergies in the building. (NO homemade items)

POSITIVE BEHAVIOR INTERVENTION and SUPPORT (PBIS)—

All students at T.G. Scott Elementary School will participate in a positive behavior program. The behavior plan incorporates effective teaching, positive rewards, positive reinforcement, consistent procedures and rules, and logical consequences to teach students appropriate behavior necessary to be successful in school and throughout life.

In the TGSES plan, there are three types of referral forms that you may receive for your child. Become familiar with each of these forms in order to better support your child in his/her success.

The three types of forms are:

Positive Referral Form: The positive referral form recognizes and lets you know that your child has done something exceptional at school.

Classroom Referral Form: The classroom referral form is sent home by your child's teacher to inform you about a specific behavior your child has shown at school and the consequences for the behavior.

Office Referral Form: The office referral form is used when your child has been referred to the Principal's Office for further support and additional consequences.

This behavior plan is a critical component for the success of our school and a positive learning environment. Please take this opportunity to spend time with your child discussing the importance of cooperation, academic excellence, respect for others, and safety procedures at school and at home. Your support is appreciated as we work together to ensure your child's success in a respectful, responsible, and safe environment.

PROFESSIONAL DEVELOPMENT

All courses for professional development using school funds should be approved by an administrator before the teacher/assistant signs up for the course.

PTO ATTENDANCE

A grade level representative is expected to attend. If you are unable to attend, you are expected to notify the principal ahead of time and find a replacement for yourself.

PUBLICITY

All information about the school must be approved by an administrator before being submitted to the media.

RECESS

1. All homeroom teachers will have recess duty. Homeroom instructional assistants will also have recess duty. On occasion, an instructional assistant may remain in the classroom with students losing a portion of a recess period.
2. All teachers should teach acceptable play activities and behaviors (for example: taking turns,

- sharing equipment, including others in play).
3. While on recess duty, students should always be within the teacher's view. Teachers should be in such a position that students know they are being observed. Teachers should circulate on the playground and pay attention to potential "bullying" situations.
 4. If a teacher sends a student to the office, nurse, etc. from the playground, that student should have a pass.
 5. No snacks may be eaten while a student is engaged in play. If a student is eating a snack, he/she should be either standing by a teacher or seated until finished eating.
 6. All trash must be placed in the trashcan.
 7. No more than 3 classes on the playground at one time.
 8. Assistants should not be the professional that monitors students daily. The classroom teacher should be active monitor.
 9. In case of student injury, if at all possible, the teacher should accompany the child to the nurse.

REPORT CARDS AND PROGRESS REPORTS

1. Using Infinite Campus, teacher will generate progress reports that will be sent home 4 ½ weeks into each of the nine-week periods.
2. Each student should have at least one homeroom teacher-written comment on the report card.
3. EIP, Gifted and Special Ed teachers may also write comments if they wish to do so.
4. Comments should be balanced in nature. If you must write a negative comment, it should be balanced with a positive one (This applies to agenda and folder notes as well.)
5. Keep in mind that parents in general expect to see some type of comment. A lack of one can cause a parent to conjure up negative responses.
6. Report cards should be completely finished the day before they are to go home.
7. There will be a charge of \$.35 for replacing a lost report card.

PROMOTION AND RETENTION POLICY

See BOE Promotion and Retention Policy in the Teacher Agenda

SMOKING OR TOBACCO USE

Beginning July 1, 2010 no student, staff member or school visitor is permitted to use any tobacco product at any time, including non-school hours 24 hours per day, seven days per week while:

- In any building, facility or vehicle owned, leased, rented or chartered by the Monroe County School system.
- On any School grounds and property including athletic fields and parking lots owned, leased, rented or chartered by the Monroe county School System.
- At any school-sponsored or school-related event on-campus or off-campus.

SPECIAL EDUCATION STUDENTS

Individualized Educational Programs for handicapped students shall establish standards for promotion for these students. Please be sure to familiarize yourself with your students' IEP.

STUDENT TARDINESS

1. Tardy students should report directly to the office to receive a tardy slip. The office will use its copy of the slip to correct the attendance report.
2. If a student arrives without a tardy slip, he/she should be sent to the office.
3. Tardy slips will not be issued to students late to homeroom due to taking too long at breakfast. If this becomes excessive, please refer student to the office.
4. Students will not be counted tardy if they arrive on a late bus.
5. Elementary students are usually tardy through no fault of their own. Therefore, the issue should not be addressed with the student. If you have a concern, refer it to the counselor or an administrator.

SUBSTITUTE SURVIVAL KIT

Each teacher is required to set up a Substitute Survival Kit to ensure that the substitute has sufficient information to proceed in a meaningful way. Teachers are encouraged to over plan rather than under plan. Students who are busy do not have time to be discipline problems. Keeping students busy with meaningful work is the key to maintaining good classroom control. Teacher and substitutes have the responsibility of evaluating each other for the purpose of maintaining a top quality education program for each child when teachers are absent.

Each teacher is to prepare an orderly file to be left in an easily accessible place in the classroom for the substitute. Each kit will be checked by an administrator to ensure that all persons have followed the guidelines set forth. Such a file will eliminate last minute pressures on teachers in emergency situations.

The substitute is asked to respond to all items on the evaluation form and return it to the office at the end of the day.

INSTRUCTIONS FOR PREPARING THE SUBSTITUTE SURVIVAL KIT

1. A box or drawer in your filing cabinet should be used for this and labeled appropriately. A neat sign should appear on the inside of your classroom door next to the light switch, signifying the location of the kit.
2. The Substitute Survival Kit should be completed giving the substitute the following information:
 - j. your schedule, including planning and lunch times
 - k. any special duties, including day, places, and times of such duties
 - l. where to find lesson plans
 - m. where to find class rolls
 - n. where to find seating charts
 - o. where to find teacher's manuals and texts
 - p. where to find hall passes and procedure to follow for using hall passes
 - q. where to find disciplinary referrals and an explanation of procedures for dealing with discipline problems
 - r. where to find paper and pencils
 - s. how to deal with attendance, absences and tardiness
 - t. a list of nearby teachers who can offer help
 - u. a list of students who can offer help
 - v. an explanation of basic classroom rules and procedures

- w. the location of the lounges, restrooms, workrooms and lunchroom
 - x. emergency procedures for fire drills, severe weather and behavior
 - y. additional information such as “Leave my mail in mailbox”, etc – if that is your wish
 - z. a list of key personnel and how to reach them
3. Label a section “Student Work”. Make a file for each of the classes which you teach. Each file should contain enough work for that class for three days.
 - a. Never leave busy work. The work should serve a purpose (remediate a weakness, enhance a strength, provide drills, etc.) Never leave work on skills to which students have not been introduced.
 - b. When you return from an absence, make sure that you replenish your file. Keep three days of work in the file at all times.
 - c. Make sure the activities relate to the skills you are teaching at the time. In other words, keep your student work file current.
 4. The above steps were given for you to follow so that all necessary information is labeled and easily accessible. Do not leave a big box with a ton of scrambled activities. This is not what we have in mind. This only adds to problems for a substitute. Please follow the above guidelines, and do not ask that exceptions be made.

**YOUR CLASS CONTINUES TO BE YOUR RESPONSIBILITY
EVEN IN YOUR ABSENCE.**

RTI (Response to Intervention Program)

The RTL (Response to Intervention) Program identifies students eligible for instructional and/or behavioral supports. RTL identifies areas of ability and deficiency requiring acceleration and/or remediation. Student progress is closely monitored and frequently assessed through the use of research or evidence-based programs to improve areas of weakness. A component of RTI is the Student Support Team (SST). This team may consist of teachers, counselors, administrators, specialists, and parents who work together to develop research or evidence-based methods for helping all students succeed in school.

TEACHER DUTIES AND RESPONSIBILITIES INSTRUMENT (GTDR)

Refer to TKES or Class Keys

TEACHER RESPONSIBILITIES DURING CLASS TIME

Teachers are expected to be in their rooms during class time. However, if a teacher finds it necessary to leave the room, a nearby teacher or assistant must be asked to monitor the class. Students must be told who will be monitoring or viewing the class.

TEACHER STANDARDS

Teachers will:

1. not sit behind the desk during instructional time
2. provide a class environment that promotes learning
3. strive to be aware of the individual needs of students
4. communicate with families regarding their children’s progress
5. participate in staff development activities to enhance student learning
6. seek ways to perform the academic performance of all students

7. show respect for themselves and others
8. follow the curriculum including CCGPS, MCMI, and MCBLI

TGS GENERAL DUTIES AND RESPONSIBILITIES

1. Teachers are expected to greet students verbally at their classroom doors each morning from 8:10 – 8:20.
2. Teachers should supervise the changing of classes by establishing procedures for hall behavior. Teachers should be in the hall daily reinforcing those procedures as students change classes.
3. Teachers need to provide a sponge activity as students enter the classroom in the morning and when they enter after changing classes.
4. A teacher may not keep a student in his/her room in order to make up work or for discipline purposes if the student is suppose to be with another teacher.
5. A teacher should never tear up a student's work if it is unacceptable.
6. Students should not be sent outside or to the hall for disciplinary purposes unless the teacher is joining them.
7. All bus concerns must be sent to the office by 9:00 a.m. Teachers need to question the class early in the day about transportation concerns/changes. Include this as part of the morning attendance procedure.
8. Bus dismissal: Students should prepare for dismissal by lining up in their classrooms. They should remain in the room until their grade level is called.
9. An adult must be in the room at all times. In the event a class needs to be left unattended, there must be another teacher or assistant who is supervising, and the students must be aware of whom the person is that will be monitoring.
10. Co-Teaching: When the Co-Teacher is in the classroom, the homeroom teacher must be in the room also.
11. While having special teachers/guests such as, 4-H, or guest lecturers, please keep in mind the following:
 - a. Teachers are expected to remain in the classroom during the presentation.
 - b. Teachers are responsible for maintaining classroom discipline. Should intervention be necessary, it should occur in a discreet, non-interruptive manner.
 - c. Always obtain administrative approval before engaging guest speakers.
12. If you have a concern with a member of the faculty, staff or administration, please discuss it with that person. Husbands, wives, fathers, mothers, etc. should not become involved.
13. Teachers are required to keep a record of all parent contacts. The record will be collected during post-planning.
14. Strategies used with students experiencing behavioral and/or academic problems need to be documented on an on-going basis.
15. When a new student enrolls at TGS, one of his/her first homework assignments must include reading the student handbook with his/her parents. It is the homeroom teacher's responsibility to review the handbook with all new students and verify that the student and parent have signed acknowledging review of the handbook.
16. No student is to be released directly to a parent who appears at your classroom door unless someone in the office notified you. If a parent is sent to your room, he must be wearing a visitor's pass. (Please be sure that your assistant is aware of this policy)

TELEPHONE

Telephones are made available in several locations so school related calls (positive and negative) can be completed more readily thus improving home-school communication. A student may use a phone in the presence of a teacher if he is required to call home due to a problem at school.

When talking with a parent, be sure to be respectful and supportive of the child and the parent even though you may be exasperated. An authoritative "I am boss" attitude will only alienate when the focus should be on building communication.

Ask parents if the timing is good for the call. Ask for their input.

TEXTBOOK

All textual material to be withdrawn from use shall be stamped "Discarded" and made available to teachers, students, and others for purposes of pictures, clippings, and reference. Discarded materials will be made available for a reasonable time and then any remaining will be recycled for the paper content or destroyed. The principal of each school is responsible for maintaining a clear audit trail for all textual materials disposed of by that school. A copy of the textual materials disposition record (FA-E1) will be forwarded to the system textbook coordinator by August 1 of each year for all textual materials discarded during the previous fiscal year.

TEXTBOOKS ISSUED

When issuing textbooks, teachers are to write each student's name in ink on the inside of the front cover. The teacher's name should follow the student's name.

VALENTINE DELIVERIES

No Valentine deliveries will be accepted at the school on Valentine's Day for students and staff.

VISION, HEARING AND SPEECH SCREENING

To be announced.

VISITORS

All visitors must report to the office to receive a visitor's pass. Visits from relatives and/or friends between the hours 8:30 and 3:00 should not occur. Of course, in the case of an emergency, personnel would be summoned to the office.

WITHDRAWAL

The student and/or parent should confer with the counselor/office staff to obtain a withdrawal form. The teacher(s) will collect textbooks and put grades on the withdrawal form. The teacher should see that all media materials have been returned and all lunch money has been paid. The media specialist and lunchroom manager should sign the withdrawal form. The withdrawal form should then be returned to the office for processing. When all books have been returned and all debts cleared, the school will issue records. Students and parents are expected to clear all outstanding debts before withdrawing.

WORKMAN'S COMPENSATION INSURANCE

Rules and regulations of the Workman's Compensation Insurance require the employing agency to designate four physicians who may receive clients for treatment.

Refer to the list posted on the Copy Room bulletin board for acceptable doctors. The company will not honor claims not initiated by a doctor from this list.

An accident/incident report must be completed immediately to the principal or designee must be notified if an injury report is required.

The Monroe County School District does not discriminate on the basis of race, color, religion, natural origin, age, disability, or sex in its employment practices, student programs and dealings with the public.

It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and all accompanying regulations. As a result, the following people have been appointed to oversee specific areas.

Title II, Adult 504, Adult Title IX
Mike Hickman
25 Brooklyn Avenue, Forsyth, GA 31029
478-994-2031

Student 504
Jenny Rooks
433 Highway 41, Forsyth, GA31029
478-994-2031

***TGS Handbook
Monroe County Board of Education
Employee Sign-Off Form***

I have this day received my copy of the 2016--2017 Monroe County Personnel handbook. I agree to read the handbook and become familiar with its contents. I recognize that administrators and supervisors are dedicated to ensuring the policies and procedures are administered fairly and uniformly. However, I also understand that this handbook is not a complete statement of the Monroe County Board of Education Policies and procedures, but is a summary guide only, and not meant to be a contract of employment between Monroe County Board of Education and any of its employees. Moreover, changing circumstances may require modifications to this handbook or the policies and procedures it summarizes. The Monroe County Board of Education then does reserve the right to modify, delete, or improve any of the policies or procedures at any time without notice.

This handbook along with the review of its contents serves as the yearly employee in-service for the following areas:

- Child Abuse
- Confidentiality
- Code of Ethics
- Drug Free Workplace
- Sexual Harassment
- Universal Precautions

Employee Signature

Date

Employee Name

Date

Please return this signed and dated form to the designated person in your school office by September 1, 2016. It will be forwarded to the TGS book keeper, and filed in the employee personnel records.