

# AMERICUS-SUMTER HIGH SCHOOL

2020-2021

## Teacher Handbook

**Mr. Kimothy Hadley, Principal**

**Dr. Marnie Dutcher, Assistant Principal**

**Mr. Cody Moncrief, Assistant Principal**

***“ASHS. Where Learners become Leaders.”***

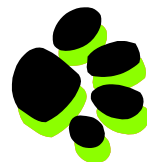


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# Americus Sumter High School Teacher Handbook

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## Purpose of Handbook



This handbook provides teachers and staff members a reference of important information, policies and procedures of Americus-Sumter County High School South Campus. It does not replace the system's policies and procedures, but it can help to answer questions that may arise during the school year.



## Statement of Non-Discrimination



It is the policy of the Sumter County Board of Education not to discriminate on the basis of sex, race, disability, religion, or national origin in its educational programs, activities, or employment policies.





# Sumter County Superintendent

Dr. Torrance Choates



# Sumter County Associate Superintendent

Mr. Walter Knighton

# Sumter County Schools Board Members



Dr. Michael Busman . . . . . School Board Chair

Mr. Rick Barnes . . . . . School Board Member Vice-Chair

Ms. Alice Green . . . . . School Board Member

Ms. Edith Green . . . . . School Board Member



Mrs. Meda Krenson . . . . . School Board Member

Mr. Jim Reid . . . . . School Board Member



Mrs. Sylvia Roland . . . . . School Board Member

Dr. Torrance Choates . . . . . Superintendent



## Faculty and Staff

### Administration

Mr. Kimothy Hadley, Principal  
Dr. Marnie Dutcher, Assistant Principal  
Mr. Cody Moncrief, Assistant Principal

### CTAE Director

Mr. Joshua Drew

### English & Foreign Language Department

Mrs. Jill Forehand (Chairperson)  
Mrs. Annita Belcher  
Ms. Kimberly Cooper  
Mrs. Wanda Smith  
Mrs. Karen Kinnamon  
Ms. Cynthia Johnson  
Mr. Felix Jimenez- Spanish  
Mr. Chad Duke - Spanish  
Mrs. Shanicka Woodman - Spanish  
Mr. Justin McConnell- French

### Fine Arts Department

Ms. Letitia Williams, Art (Chairperson)  
Ms. Deborah Hughes, Band  
Mr. Keith Thomas, Choral Music

### Science Department

Mrs. Afrose Arshi (Chairperson)  
Mrs. Farha Begum  
Mr. Coleman Price  
Ms. Sumam Thomas  
Mr. Andrew Herring  
Ms. Zara Khan

### Social Studies Department

Mr. Thomas Prater (Chairperson)  
Ms. Lynn Heath  
Mr. Lee Kinnamon  
Mrs. Leslie Long  
Mr. Jimmy Moore, III  
Ms. Linda Ross

### Mathematics Department

Mr. Isaac Ballarapu (Chairperson)  
Mrs. Daphne Hamilton  
Ms. Kamecha Sims  
Ms. Nasreen Sultana  
Dr. David Ndaayezwi  
Ms. Veronica Walton

### Credit Recovery Academy

Mr. Johnny Genwright  
Mr. Alonzo Lockett

### Media Specialist

Mr. Christopher Tumlin

### Academic Coach

Mrs. Cynthia DeMott  
Ms. Phoenecia Cummings

### Special Programs

Ms. Tracy Wilson (Chairperson)  
Mrs. Michelle Blantz  
Mr. Paul Blue  
Mrs. Carolyn Dowdey  
Ms. Sheryl Saritha  
Mrs. Elizabeth Holloway  
Mrs. Phyllis Lundy  
Mrs. Saja Nalla  
Mrs. Kyna Tarrer  
Ms. Shainy Monahan  
Ms. Natasha Mahome

### Head Football Coach

Ross Couch

### Physical Education Department

Coach Sherri Harris  
Coach Kenneth Eldridge

### Career and Technical Education Department

Ms. Alicia Green - Marketing (Chairperson)  
Mrs. Sekemia Johnson-Family & Consumer Sci  
Mr. Benjamin Pope- Agriculture  
Ms. Shaquita Ingram - Health Occupations  
Ms. Nancy Green - Culinary Arts  
Ms. Pamela Harvey-Business Education  
Mrs. Barbara Mitchell - Health Occupations  
Mr. Frederick Mohl - Automotive Tech  
Mrs. Amanda Sumner - Business Education  
Dr. Ethyl Shaw-Rankine - Engineering  
Colonel David Cook - JROTC  
1<sup>st</sup> Sgt. Seth Howell - JROTC

### Paraprofessionals/Aides

Mr. Eric Brown  
Mr. Kentrell Mercer  
Mrs. La'Eria Foster  
Mrs. Jennifer Harris  
Ms. Sherlanda Fulks

### Guidance Counselors

Ms. Kimberly Merritt  
Mrs. Sandra Wolcott

**Support Personnel**

Mrs. Andrea English, Counselor Assistant  
Mrs. Irma Davis, Registrar  
Ms. Sonja Galloway, Attendance Clerk  
Mrs. Christina Farias, Administrative Assistant  
Mrs. Latonya Harvey, Administrative Assistant  
Mrs. Amy Williams, Financial Secretary

**Custodial Staff**

Mr. Jeffrey Hayes (Head Custodian)  
Ms. Sara Crist  
Mr. Michael Carter  
Mrs. Geneva Waters  
Mr. Clarence Lewis  
Mrs. Devita Slaton  
Ms. Shonta King  
Ms. Evonne Andrews

**Nutrition Center Staff**

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Ms. Felecia Thomas  
Ms. Phyllis Dowdell  
Ms. Latoya Harvey  
Ms. Carolyn Hightower  
Ms. Betty McCoy  
Mrs. Brenda Poole  
Ms. Teresa Pitts  
Ms. Shameka Slappey

# Americus Sumter High School

## 2020-2021 Virtual Learning Schedule

Periods	Time	Instructional Time
Teachers Arrive	8:00	
1 <sup>st</sup> Block	8:30 – 9:30	60 minutes
Transition	9:30 – 9:40	Conferencing & Feedback
Panther Period	9:40 – 10:25	45 minutes
Transition	10:25 – 10:35	Conferencing & Feedback
2 <sup>nd</sup> Block	10:35 – 11:35	60 minutes
Lunch	11:35 – 12:35	Lunch
3 <sup>rd</sup> Block	12:40 – 1:40	60 minutes
Transition	1:40 – 1:50	Conferencing & Feedback
4 <sup>th</sup> Block	1:50 – 2:50	60 minutes
Transition	2:50-3:30	Conferencing & Feedback

- Weekly Face to Face Instructional Google Meets three times per week.
- Departments will provide which days per week Face to Face Google Meets will be provided.
  
- Identified Tiered and Exceptional Ed. (based on IEP) students will have Panther Pd. Support in ELA and Math build up skills and concepts.
  
- Student/parent conferencing will occur on as needed to discuss grades, virtual class participation, and concerns. Additional time is allotted after each class period for feedback or conferencing as needed.

## **Teacher Dress Code**

**All school employees are expected to dress professionally. This excludes the following:**

- Denim fabric for pants and skirts
- Skirts above the knee
- Unhemmed pants or skirts
- Pants or shirts that drag the floor
- Cargo pants
- Low cut or revealing garments
- Tops that reveal the middle when hands are raised
- Crew neck banded tee shirts
- Tank tops
- Sleeveless tops without a cover
- Capri pants that are above middle shin
- Tight fitting clothes
- Untucked polo type shirts
- Flip flops or bedroom slippers
- Tennis shoes, unless a medical necessity

**Employees are expected to dress to the standard of the students or higher. Employees are not restricted to the color selection of the students and may wear whatever colors they wish. Employees can wear polo type shirts and Khaki pants or they may wear more formal business attire. Fridays may be designated as "spirit" Fridays. Blue jeans, along with a school shirt will be allowed on these days.**



## Americus Sumter High School Expectations for Virtual Learning:

- Curriculum
  - Review timelines for local curriculum documents to ensure that all content areas adjust to provide a viable instructional program in the district during this adjusted learning timeframe.
  - Determine alternatives to delivery models of instruction that support the present environment
  - Adopt into the curriculum the teaching of healthy habits at all grade levels.
  - Virtual lessons must be aligned to curriculum and assessment
  - Lesson plans and instruction should be standards-based and differentiated.
  - Ensure online learning follows the scope and sequence of the coursework.
  - Teachers needed to monitor and measure learning with formative assessments.
- Instruction
  - Provide synchronous instruction at least 3 days per week using Google Meet
  - Use the following virtual meeting norms:
    - **Be Respectful of others' opinions; Agree to disagree**
    - **Please place your microphone on mute when you are not sharing out. This will help with feedback issues. Also, remember to have your camera on.**
    - **Use the chat box to ask questions during the presentation. Moderator will share all questions with the Presenter.**
    - **Remain Focused and On Task**
    - **Please be aware this session is being recorded.**
  - Touch base with students during asynchronous learning
  - Make sure students have a reasonable amount of work. Consider factors that are out of their control like multiple siblings sharing a device, some are babysitting siblings, some internet connections are unstable, etc)
  - Use resources that are aligned to your core curriculum
  - Monitor assignment submissions, and communicate and remind students of missed and/or upcoming deadlines.
  - Co-teaching: We have to continue to support our students with disability so we have to consider ways that we can do that under the current conditions. This may include but is not limited to:
    - Referring students to online calculators
    - Allowing more time on assignments
    - Providing formulas, steps, notes, graphic organizers, anchor charts
    - Provide small group instruction (through google meet or Zoom)
    - Provide clear directions and checklist
    - Scaffold assignments
- Communication:
  - Classroom teachers should reach out to students who have been inactive for two days. If the teacher is unable to get a response from the student, the teacher will contact the parent.
  - Be sure to communicate with parents and students to provide **guidance** on asynchronous instruction provided in USA Test Prep, Google Classroom, packets, etc.  
Provide information such as:
    - **Weekly playlists**
    - **Parent newsletters** (decide how often)
    - **Expectations for submitting assignments**
    - **Resources that could help** (EX: post videos (teacher created or others links you found) or helpful links in google classroom or post notes/anchor charts)
    - **Which assignments will be graded** (Ex: 1 grade for USA Testprep (average of three factoring assignments and 1 grade for iXL (average of two solving quadratic assignments)

- **How to reach out to you when they have questions** (EX: Class Dojo, post questions in Google Classroom, text through Google Voice, text through Remind app, attend “office hours”, parent meetings)
- Provide feedback to student inquiries within one business day. Because online learners must manage their time carefully, timely teacher feedback is especially important to them. If you cannot provide a detailed response within one business day, we suggest that you respond to the student within one business day to simply let them know when a more detailed response will be provided.
- Provide meaningful feedback on student work using clear and concise language.
- Record grades in Infinite Campus in a timely manner.
- Assessment
  - Formative Assessment done daily: class work, projects, performance, etc.
  - Summative Assessment: projects, performance,
- SCS Grading Policy (For more detail, refer to the SCS District Grading Guidelines):
  - **Zeroed Work:** At this point receiving full credit is not an option. However, students will receive partial credit for completing the zeroed assignment. All zero assignments will be graded on a 7- point scale which means the total point value of the completed work will equal 70 percent of the original grade. The score can be derived by grading the assignment and then multiplying the score by .70 (or 70%). **Expectation:** Students will not receive a zero for incomplete assignments. **Students will do the work.**
  - **Effort, participation, attitude, and other behaviors will not be included in grades.** They may be reported separately unless they are stated part of a learning goal.
  - **Late Work:**
    - Teachers may set due dates and deadlines for all marked work that will be part of a student grade.
    - Work handed in late if penalized will not exceed 2% per day to a maximum of 10%.
    - Teachers may exempt students from penalties.
    - Care should be taken to ensure penalties (if used) do not distort achievement or motivation.
  - **Homework** for practice is not part of the academic grade (i.e., timed math drills, independent reading, and letter formation). Homework evaluated for learning may be included as part of the academic grade.
  - **Re-teaching:**
    - The following assessments/tasks that indicate the FINAL measure of learning may not be reassessed: Semester exams; assessments that end an instruction unit or period of study; final research papers, reports or essays; culminating projects or performances.
    - Where repetitive measures are made of the same or similar knowledge, skills or behaviors, the more recent mark or marks should replace the previous/original mark for any such multiple opportunities.

## Technology Supports for Learning

### SCS shall implement the following:

- Create a technology support team. This team will be available to support technology issues of students, parents and staff when teaching and learning remotely.
- A process to review local business, community and church supports to the district to identify pockets of technology support for internet access.

- Partnerships with identified technology supports to work with the district and parents to provide tools and resources for technology.
- A process to review Internet Acceptable Use policies to ensure they are up to date and reflect the present timeframe.
- A process to develop and review the District Internet Safety plan to ensure that students are protected in the use of technology during virtual instruction.
- A process to ensure that all district technology personnel are trained in how to support student learning using technology and knows the district protocols for identifying issues.
- School Library Media Specialists shall assist with providing digital resources to support teaching and learning.

## **SOCIAL & EMOTIONAL HEALTH**

### **Social & Emotional Health**

#### **SCS shall implement the following:**

- Activate the district crisis teams to address psychological and emotional concerns in conjunction with the local mental health services, including post-traumatic stress syndrome counseling.
- Communicate widely that social and emotional health and wellbeing is foundational in the support of students and staff as they prepare to transition through the new ways of learning that might occur in schools.
- Incorporate SEL and academic supports in transition plans to maintain safe and caring environments for all students and staff.
- Review measures for referral to professional mental health services, particularly those willing to provide services via telehealth.
- Review the suicide awareness and prevention policy and ensure an appropriate number of staff have been trained to respond to an incident and screen high-risk students.
- Contact all families of enrolled students to verify contact information, appropriate immunization, education received since closure and access to internet and computers.
- Contact appropriate authorities to ensure the district has the most recent information on active cases with enrolled students.
- Plan re-engaging activities
  - Before school starts, provide activities to get parents and students comfortable in the school building (open house, phase reopening, etc.).
  - Review school supply lists to ensure only necessary supplies are included.
- If there has been a loss of a student, staff member or a member of the school community:
  - Plan appropriate messaging to the school community and an opportunity for recognition and grief.
  - Ensure that grief counselors are available to students and staff.
- Counselors shall provide COVID-19 online lessons and resources provided by the American School Counseling Association
- Teachers and students shall be provided an opportunity to share experiences during the COVID-19 school closures.

#### **First Week:**

- Expectations for the first week are to teach expectations, routines, Google Suite navigation, and building community.

## **EPIDEMIC or PANDEMIC ANNEX**

In planning for a pandemic or epidemic event, the school or school district accomplished the following?

### **School Impact and Essential Services**

- Potential for school closings: full school closure or partial school closure where some schools are closed while others remain open  
\_\_A plan for full or partial school closure and how to communicate
- Large numbers of staff absent, difficult to maintain school operations  
\_\_A plan for identifying the absentee rate of employees  
\_\_A plan for fulfilling the requirement of essential services with a backup plan of employee assignments
- Loss of services from suppliers (e.g. food services, cleaning supplies)  
\_\_A plan for the continuation of food services through USDA and other sources  
\_\_ A plan to determine if vendors in the supply chain have a pandemic or emergency plan for continuity or recovery of supply deliveries.
- Student learning and delivery of teaching may be interrupted  
\_\_A plan for digital distance learning  
\_\_A backup plan for distance learning if digital access is not available
- Student absenteeism elevated above normal trends  
\_\_A plan for tracking student absences and monitoring access to distance learning
- Financial services may be interrupted  
\_\_Identified essential financial services and key staff members  
\_\_IT has developed a backup plan to continue essential financial services if school closure is long-term and/or if staff cannot return to the workplace
- Workforce may not be able to return to the workplace  
\_\_IT has a strategic plan in place to shift workers to a telework format to continue essential services  
\_\_IT has developed strategies to troubleshoot telework technology issues remotely for teleworkers
- Other essential services may be necessary  
\_\_Other essential services identified with continuity plan:

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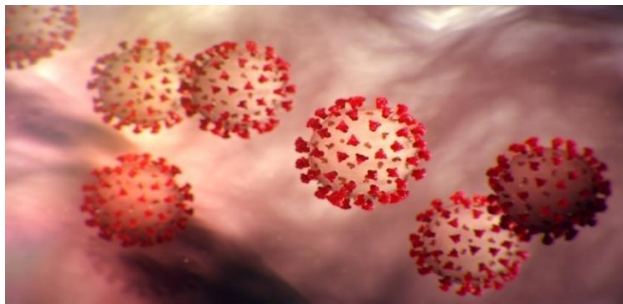
### **Epidemic and Pandemic Preparation and Response Checklist**

\_\_Identify school authorities responsible for activating the pandemic influenza plan.

- \_\_Sufficient and accessible infection prevention supplies.
- \_\_Provision of sufficient school operation supplies (food, cleaning supplies, paper supplies) during a pandemic when schools are open.
- \_\_Develop a process with the local public health director to report a substantial increase in absenteeism among students and faculty
- \_\_Identify methods to reduce the spread of the virus.
- \_\_A plan for the identification and screening of students and staff with flu-like symptoms.
- \_\_A plan for the care of students who are ill and determine when ill students may return to school. Determine how ill students at school will be isolated until parents arrive.
- \_\_Methods to communicate the plan to division administrative staff, school staff, parents/guardians, students, and the community.
- \_\_Develop a plan to provide distance learning and to deliver learning materials to students.
- \_\_Plans to provide information to families for development of individual family plans.
- \_\_A plan for the delivery of educational services in the event that a significant number of staff becomes ill.
- \_\_A plan to coordinate school closure or partial closure with neighboring school districts.
- \_\_A plan to address the needs of international students, disabled students, and impoverished students.
- \_\_A plan for the use of school facilities by community partners during a pandemic if the schools are closed or partially closed (i.e., vaccinations).
- \_\_Tested the plan; conducted table-top exercises (include local health department).
- \_\_A plan to place posters on hand washing and infection control in schools and on website.
- \_\_A plan to provide information to schools, parents, and staff about hand sanitizers, cough and sneeze etiquette, signs and symptoms of influenza.
- \_\_A plan to ensure custodial staff has appropriate training on proper cleaning and disinfecting work and play areas.
- \_\_A plan to ensure schools and departments have adequate supplies (face masks, soaps, hand sanitizers)
- \_\_A plan to check First Aid Kits and add N95 face masks for school nurses and other staff.
- \_\_A plan to establish and test emergency communication protocol with staff contact “tree.”
- \_\_A plan to provide information to staff and parents on pandemic planning for families.
- \_\_A plan for Incident Command Center protocol, location, equipment and assign staff.
- \_\_A plan for operating with staff workforce reduction.
- \_\_A plan to secure buildings, information technology, and finance.
- \_\_A plan to encourage employees to use Direct Deposit.
- \_\_A plan to encourage parents to have alternative childcare plans.
- \_\_Developed alternatives to closing schools (i.e., implement social distancing; eliminate field trips; reduce or postpone extracurricular activities; set “screeners” at school entrance to screen out students and staff with flu-like symptoms to prevent them from going to classes, use of face coverings)
- \_\_Developed and practiced plans for educational continuity if schools close long-term:
  - Study Packets and suggested activities for students and parents
  - Web-based education (i.e., on-line classes; virtual school; education blogs; home school educational websites)
- \_\_Develop a mental health plan for students and staff, in conjunction with local mental health services staff to implement during a pandemic event and during the recovery phase; the plan should include Post-Traumatic Stress Syndrome counseling.
- \_\_Developed Human Resources employee emergency contact lists and reciprocal contact procedures

- \_\_Conducted a study of critical infrastructure staff with young children (because they are more likely to remain home during a widespread illness event) to determine if redundancy plans are necessary; develop a Fitness for Duty checklist to determine if an employee is ready to return to work and under what conditions.
- \_\_Develop a plan to secure the school building and other facilities if schools are closed for an extended period-of-time.
- \_\_Develop a plan for the protection of staff members at schools if schools are closed and meals and/or learning materials are provided to students.

## **SCS COVID-19 SAFETY PROTOCOLS/PROCEDURES**



Providing a safe environment for our faculty and staff is of utmost importance during this pandemic. For safety purposes, anyone entering the school building will have their temperature checked daily.

Everyone is asked to please adhere to the following procedures:

- ✚ Check each morning for signs of illness such as fever, cough, difficulty breathing, sore throat, runny nose, nausea, vomiting or diarrhea. If you have a temperature of 100.4 degrees or higher, teachers and staff should contact your supervisor immediately and do not report for work. Students with these symptoms should not attend school but the school should be notified.
- ✚ If someone exhibits symptoms of COVID-19; schedule testing immediately.
- ✚ All students, faculty, and staff will be required to have their temperatures checked each morning by their designated team leader.
- ✚ Any student or employee who has a temperature of 99 degrees will be given 3-5 minutes to cool down; and have temperature rechecked. If the temperature is unchanged, the employee will be placed in a holding room until the temperature goes down or asked to go home.
- ✚ Any student or employee who has a temperature of 100.4 degrees will be sent home. If the temperature returns to normal within 24 hours, employee may return to work.
- ✚ Any student or employee who has a temperature of 103 degrees will be sent home to begin a 10day quarantine.

- ✚ Anyone who tests positive must self-quarantine for 10 days.
- Isolation can be discontinued 10 days after symptom onset and resolution of fever for at least 24 hours, without the use of fever-reducing medications.
- ✚ Individuals who had mild or moderate illness and are not severely immunocompromised can return to work after:
  - At least 10 days have passed since symptoms first appeared; and
  - At least 24 hours have passed since last fever without the use of fever-reducing medications; and
  - Symptoms (e.g., cough, shortness of breath) have improved
- ✚ Individuals who had severe to critical illness or who are severely immunocompromised can return to work after:
  - At least 20 days have passed since symptoms first appeared; and
  - At least 24 hours have passed since last fever without the use of fever-reducing medications; and
  - Symptoms (e.g., cough, shortness of breath) have improved
- ✚ Asymptomatic persons with confirmed COVID-19:
  - Who are not severely immunocompromised can return to school after
    - At least 10 days have passed since the positive laboratory test and the person remains asymptomatic
  - Who are severely immunocompromised can return to school after
    - At least 20 days have passed since the positive test and the person remains asymptomatic
- ✚ Asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

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- *Employees are asked to be familiar with local COVID-19 testing sites in the event you develop symptoms. There may include sites with free testing available.*

- *Review and practice proper hand washing techniques at work, home and especially before and after eating, sneezing, coughing, and adjusting a face cover.*
- *Have multiple cloth face coverings, so you can wash them daily and have back-ups.*
- *Develop daily routines before and after work for example things to bring with you each day (hand sanitizer and additional cloth face coverings) and things to do when you return home (wash hands immediately and wash worn cloth face coverings).*

## **What to do if someone has been exposed to someone who has tested positive for COVID-19**

- ❖ If exposed to a COVID-19 positive person, the employee needs to get tested no sooner than 10 days after exposure. If their test is negative, then they can return to work immediately. If their test is positive, then they need to stay out of work according to the CDC guidelines.
- ❖ If an employee has been exposed to someone that has tested positive, the employee **must** provide documentation (doctor's letter of the person that they have been around that tested positive). They must provide this letter to the Sumter County School District.
- ❖ Once the employee has provided a letter via email or delivered, the employee will be granted an opportunity to work from home for the next 10 days. During that time, the employee must provide a negative test on or before the 10 days are up.
- ❖ The approval steps will move quickly. However, if we do not have the above documentation, this will be counted as an absence.

### 1.) Gathering the Information

- Are we going to have to construct a lane or constricting funnel to make sure that all individuals pass in front of the Camera?
  - Each thermal camera positioned at the entrances will take 25 individual temperatures per sec.
- Will this constriction have to begin on the exterior or will it be entirely on the interior of the buildings?
  - The cameras are placed on the interior of the building at designated locations.
- How do we control flow/volume so that we can ensure 100% testing?
  - The entrances with the thermal camera are designated points for all individuals to use when entering the building. Each door allows one person to enter at a time to assist with volume. During hallway transition the thermal camera will be able to take the needed temperatures of each person passing through.



## 2.) Monitoring the Information

- Where is this going to take place?
  - An alert email/text will be sent to the designed person(s). We will have each administrator receiving the temperature notifications.
  - Who will be tasked with the monitoring?
    - Each administrator is assigned a building or floor of the school. If a notification comes, the administrator in that location will follow the Covid 19 procedures for isolating the individual until removed from campus.
  - Will there need to be an attachment to the funneling vestibule constructed?  
No attachment

## 3.) Administration of the Information when Deemed Unacceptable □

How do we stop the flow when a positive test is Shown?

- All positive alerts will be handled confidentially. The individual alerted as positive will be asked to come to the isolation room in the main office. Covid 19 procedures to remove the person from campus will be followed.
- How do we move the positive test?
  - If an individual is on campus and received notification they are positive for Covid-19, a designated staff member will take the person to the isolation room in the front office.
- Where do we move and contain the positive test?
  - All individuals with Covid 19 symptoms will be placed in the isolation room in the front office until removed from campus.
- Who will be moving the positive test?
  - An administrator/designee wearing the required PPE (mask, gloves) will move the individual with symptoms/positive Covid 19 results to the isolation room.

Monthly Socials



August Administrative Team

September



October.....

November.....



December... Administrative Team

January.....



February.....

March.....



April.....

May.....Administrative Team



## Teacher Responsibilities

1. Teachers will be on time for work. Teachers must be present and signed in no later than 7:45 a.m.
2. The school will be open to the students at 8:07 a.m. Teachers must be standing in the hall in front of their doors when the bell rings at 8:07 a.m.
3. The school day ends for students at 3:55 p.m. Teachers must be in the hallways until students clear the building. Teachers will be expected to work in the building until 3:55 p.m. each day.
4. Teachers must be in the doorways of their rooms during each and every class change and at the end of the school day. Your visibility is very important during class change.
5. Students should NEVER leave a class without a signed and dated issued Pass at all times when in the hallway during instructional times. The Pass should also include the designation. Also, do not let students leave for trivial reasons; do not send two students when one can do the job.
6. Teachers are not to routinely leave campus during the school day. Obviously, you may leave for school business or for personal emergencies. Anytime that you leave there must have permission from Mr. Hadley (or Designee) and sign out and back in when you return.
7. Lesson plans need to be uploaded into Google Classroom. These must be submitted on Thursday by 11:59 p.m. Lesson Plans must be available in designated area for review.
8. Teachers must always report to duty stations on time; this includes bus duty and hall duty. Failure to report compromises security and safety. If you are absent, your substitute needs to cover your duty station.
9. Policy prohibits the use of tobacco products by all people on the Americus-Sumter High School campus.
10. Students are tardy when they are not in your room when the bell rings. See student handbook.
11. Teachers must assist with the SST/RTI process.
12. Teachers are expected to attend all professional meetings.

13. Americus-Sumter High School faculty meeting will be announced. All teachers will have to sign in. Mr. Hadley is the ONLY person that can give permission to miss a faculty meeting.
14. Record keeping is fundamental to the success of our school. All teachers must make a conscientious effort to improve their record keeping. You MUST take roll each period every day and log it into Infinite Campus EVERY period of EVERY day no later than 5 minutes after the tardy bell.
15. Teachers will need to be at all assemblies and are required to sit with their classes.
16. Teachers must conduct a daily dress code check immediately after morning announcements. Teachers will upload referral electronically. Teachers are also to check for dress code violations at all times during the day. Use discretion. If the dress code violation is a disruption to instruction, send the student to the office with a referral. If the violation is not a disruption to instruction, submit a referral at the end of the day.
17. There will be no club initiation activities going on at school. Club sponsors should be informed as to any and all initiation practices and those practices will have to be approved by the sponsor and the principal.
18. The outer office complex is not considered a work station for teachers. We welcome you to be in the office area only if you have business to conduct. No loud talking, loitering, or unnecessary conversations will be permitted. Only secretaries, administrators, custodians etc. are allowed behind the desk.
19. The front porch is off limits to the students during the school day.
20. Students are not to be made to stand in the hallway. Disruptive students may not be placed in the hallway unattended for discipline.
21. Please do not send students out of class for not bringing textbooks/materials or for sleeping in the classroom.

## **ASHS GENERAL PROCEDURES**

### **Confidentiality**

All student records are by law, confidential. This includes, but is not limited to, student records, transcripts, report cards, discipline records, special services information, attendance, standardized test results, advisement materials, and grade books.

### **DUTY/SUPERVISION**

All ASHS staff members will provide overall supervision for the lunchroom, hallways, bus ramp, walkways, etc. A duty schedule will be provided at the beginning of the school year. All teachers and staff will be assigned a specific duty. All teachers will be required to supervise students in their rooms and on their halls. All staff members must be on time for assigned duty each day. This means that all staff should be at their duty stations by **7:30 a.m.** each morning. Remember, this is a time to supervise students, not to socialize. During the school day, **students should never be left unsupervised in a classroom.** If the teacher must leave the room for an emergency, the front office staff should be notified in order to secure the appropriate supervision.

Supervision of students is a part of a teacher's responsibility in the Georgia Teacher Duties and Responsibilities Instrument (GTDRI) and the Teacher Keys Effectiveness System. Failure to properly supervise students will result in written documentation, which will become part of the teacher's file.

### **Fire/Disaster Drills**

As an alarm sounds, lead your students to the designated areas quickly, quietly, and as orderly as possible. Gather them in line in that area and take roll. If anyone is not present, follow policies for skipping class. Evacuation charts must be posted in each room.

### **Assemblies**

Classes are called to the gym or cafeteria by building or floor via the intercom. Walk orderly with your class and sit among them in a group, monitoring their behavior constantly.

### **Pep Rallies**

Classes are called to the gym by grade via the intercom. Seniors sit on the northwest, juniors on the northeast, and sophomores on the south side. Walk with your last group of students called, watching for stragglers and check hiding places along the way. Although spirited behavior is tolerated and even encouraged, only participants should be on the floor, and excessive movement and disrespectful behavior must be stopped immediately. **Teachers must sit among students.**

### **"Spirit" Days**

On Fridays teachers may wear jeans and school related shirts.

### **Teacher Off Campus**

Teachers must get permission from Mr. Hadley, and then be sure to sign out in the teacher off campus notebook in the front office. If Mr. Hadley is off campus, then you must get permission to leave from an assistant principal before leaving. (Do not just let the office staff know that you are leaving. This is unacceptable.)

### **Monitoring Students**

All faculty and staff members are "on duty" the entire time they are on campus. Teachers must address proactive monitoring for dress code, book bags, IDs, behavior, and any other situations that may impede learning or orderliness constantly. In addition to other assigned duties, teachers should stand in doorways before and after each class period.

### **Duty Stations**

Teachers should report promptly to all assigned duty stations. Students are not allowed to play with cards or dice, listen to music (even through headphones), or sit in cars. Students arriving on campus must exit vehicles immediately and proceed to the gym, or cafeteria. No students should visit cars during the day, and after school students must exit campus in a timely manner following safe driving practices.

In case of teacher absence, it is that teacher's responsibility to ensure that Mrs. Landers is aware that you have duty so that she can let your sub know that they will have duty also.

## **EVALUATION**

Each staff member's performance will be evaluated during the school year. The instrument used to evaluate teachers will be The TKES (Teacher Keys Evaluation System). All paraprofessionals and other non-certified staff members will be evaluated on a system-wide form. Supervising Teachers will be asked to assist in the evaluation of their assigned non-certified staff members at the end of the year.

Informal observations will be conducted routinely on all staff members throughout the year.

## **Lesson Plans**

Lesson plans are to be done electronically and submitted to the Google classroom by 4:00 P.M. Thursday of each week.

Lesson plans and instruction should be standards-based and differentiated. Lessons should include the following:

- Aligned to curriculum and assessment and embedded in unit plans and lesson plans
- Established rituals and routines: Opening, work period, closing
- Opening - The beginning of the lesson clearly establishes the expected learning outcomes.
- Work Session - During the work session, students are given ample time to practice the new content and/or elements of the standards and demonstrate relevant real world applications.
- Closing - Students are given time at the end of each lesson to give and receive feedback, to clarify understandings, and to summarize what was learned in a lesson. Closings and summaries confirm conceptual understanding. They link to the opening and the targeted standard or elements.
- Student work samples collected and utilized
- Response to Interventions implemented

Objectives must be referenced to the **Georgia Performance Standards(GPS)** and the **Georgia Standards of Excellence** objectives. Procedures and activities must be clear and easy to follow. Teachers should have a variety of activities included in a weekly lesson plan. No textbook completely matches the **GPS** or **GSE**.

Teachers who work with special education students including gifted students, handicapped students, or any students with special needs must provide appropriate modifications. The child's name, special needs area and modifications being made must be part of the lesson plan.

Lesson plans should be written so that a regular substitute would not have any problems understanding and following them.

The lesson plan should reflect lessons that utilize the entire class period. Homework should be assigned on a regular basis. If students have time to complete homework assignments in class, then regular class time is not being used effectively.

All plans will be checked weekly by a member of the Leadership Team. Clearance should be obtained from the principal if circumstances prevent a teacher from turning in his/her plans on time. If clearance is not obtained and lessons plans are not turned in on time, then the teacher will receive written notification of the deficiency.

Teachers need to be sure that "planned lessons" are being developed and turned in as opposed to just a "lesson plan." A well-developed lesson is the key to effective classroom instruction and fewer discipline problems.

#### **ALTERNATIVE BEHAVIOR EDUCATION (ABE)**

ABE utilizes interactive software which emphasizes the importance of responsible behavior. Furthermore, this program empowers teachers and administrators with the ability to combat dropout rates, disproportionality, number of referrals, and ISS/OSS assignments. As for students, ABE is designed with student behavior and social success in mind.

Students will be placed on a point system. They will gain or lose points throughout the building during the week and the following weeks to come as they meet certain point thresholds. These thresholds are called triggers and based on these triggers students will receive rewards or consequences. An example of this would be the following situation: A student is sleeping in class and not completing any assignments. The student is awakened by the teacher and the student fails to comply with the teacher. The teacher will deduct ABE points for sleeping in class, not complying with the teacher, and classroom disruption. These point deductions will result in ABE Checking Account Triggers.

#### **ABE Checking Account Triggers**

<b>50 - 45 points:</b>	<b>Weekly Reward</b>
<b>44 - 40 points:</b>	<b>Satisfactory</b>
<b>39 - 35 points:</b>	<b>1 Day of Lunch Detention and Parent Contact by Teacher</b>
<b>34 - 30</b>	<b>2 Days of Lunch Detention and Parent</b>



points: Contact by Teacher  
29 - 20 ABE Intervention with Lunch Detention  
points: Daily until ABE Intervention is complete  
< 20 Office Discipline Referral in Infinite  
points: Campus

***\* No Weekly Reward when students drop below 45 points; Points are cumulative for the week and class-to-class.***

In addition to the rewards or consequences, our students will have other rewards and discipline consequences. For example, students will receive incentives/rewards for positive behavior or after school detention with interventions for non-positive behaviors which will be held on Tuesdays and Thursdays from 4:00 p.m. to 5:00 p.m. Should your child have ABE detention, it will be your responsibility to pick up your child at 5:00 p.m. If a student is assigned ABE intervention they will also have lunch detention until all requirements are met (80% Pass rate on each module). If a student fails to report to ABE detention, additional interventions will be assigned. Also, students who continually fail to report to ABE afterschool detention will be suspended until a parent conference is held.

### **In School Suspension**

Assignments are to be sent to ISS by the morning of the first day the student is assigned to ISS. Work should be the same as or comparable to assignments given in class, and must take place of classroom grades.

### **Teacher Absences**

To report an absence you will first need to call Dr. Dutcher. She then will direct you to call Mrs. Farias. (Phone numbers will be given) Teachers are responsible for leaving the sub their lesson plans, student roster, seating charts, lunch schedule, and any other relevant information. Lesson plans should provide more than enough work for students for each entire period. You will need to fill out an absentee form before or as soon as you come back from an absence. This is YOUR responsibility.

\*Classes will NOT visit the library media center or gym while you are absent! Also, the sub is not allowed to show a video on the day(s) you are absent.

## Board Policy

Descriptor Code: GARH

### Employee Leaves and Absences

This policy shall apply to all employees of the Sumter County Board of Education.

#### **Accrual of Sick Leave and Absence for Medical and Related Reasons**

Employees will be entitled to annual sick leave with pay to be accrued at the rate of one and one-quarter days for each completed working month. All unused sick leave shall be accumulated from one school year to the next up to a maximum of forty-five (45) days. Certified employees and bus drivers are entitled to transfer up to forty-five (45) days of accumulated leave from one school system in the state of Georgia to another. If an employee needs to utilize unearned sick leave, advance leave may be granted. The advance leave shall not exceed the number of days the employee would accumulate through the end of the school year. If an employee fails for any reason to complete a school year, sick leave used but not yet earned will be deducted from the employee's final check.

The leave provided for under this policy is available only for personal illness, injury or exposure to contagious diseases, or for absences necessitated by illness or death in the employee's immediate family.

For any absence in which sick leave is used, the Superintendent shall have the right to require a physician's certificate stating that the employee is ill and is unable to perform his or her duties.

For the purposes of this policy, members of the immediate family are defined as spouse, children, father, mother, brother, sister, grandparents, or in-law equivalents of the above or other relatives living in the household.

#### **Personal and Professional Leave**

Three (3) days of any accumulated sick leave may be utilized during each school year for personal or professional reasons provided prior approval of the absence is given by the Superintendent or authorized representative and provided the presence of the employee requesting absence is not essential for effective school operation. Personal and professional leave will not be granted during in-service days or on the day before or day after holidays. Emergency requests for personal and professional leave may be granted at the discretion of the Superintendent or his or her authorized representative.

Employees are not required to disclose the purpose for which such absence is sought but may be required to state whether the absence is for "personal" or "professional" reasons.

#### **Observance of Religious Holidays**

Employees may use personal and professional leave for the observance of recognized religious holidays. If an employee desires to take leave for the observance of recognized religious holidays in excess of the days allowed for personal or professional leave, the employee may take unpaid leave for such purposes provided that such leave is

not excessive and does not interfere with fulfilling the obligations of his or her job.

#### **Jury and Witness Leave**

Each person employed by the Sumter County School System shall be allowed leave with pay for the purposes of serving as a juror in any court or when subpoenaed to testify in a case arising out of the individual's duties as an employee. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional, or sick leave. No employee utilizing jury or witness leave shall be required to pay the cost of employing a substitute teacher to serve during his or her absence for jury or witness leave. Employees who serve on juries or who are subpoenaed to testify in cases arising out of their duties as employees must remit to the Board of Education any jury/witness pay they receive.

#### **Military Leave**

All employees of the Board of Education are entitled to paid leave not to exceed eighteen days in any one federal fiscal year for the purpose of complying with ordered military duty with the armed forces of the United States or State of Georgia, including duty as a voluntary member of the National Guard or any reserve component of the United States or State of Georgia. In the event the Governor declares an emergency that results in an employee being ordered to military duty as a member of the National Guard, the employee is entitled to leave not exceeding thirty days in any one federal fiscal year. Employees who have military commitments shall inform the Superintendent or designee annually and shall cooperate to the extent possible in scheduling such leave so as to minimize the disruption in those employees' duties and the mission of the Board of Education.

#### **Disclaimer**

To the extent that any provision in this policy conflicts with or is superseded by the *Family and Medical Leave Act* ("FMLA"), the regulations promulgated there under, or any other state or federal law, the provisions of the applicable law or its regulations or other law, as the case may be, shall control.

### **Computer Use**

All technology in your room or checked out to you is your responsibility. Security and safe handling must be a top priority. All student use MUST be academic, and MUST be constantly monitored. Students MUST not be allowed to access Infinite Campus. (Do NOT allow sub or students to be on your computer when you are not there.)

### **Club Sponsors**

All faculty members are encouraged to participate in extra-curricular activities. An overview of each club must be approved by and on file with the principal.

### **Faculty Meetings**

Faculty meetings will be held throughout the year from time to time. Every effort will be made to notify staff members in advance of any called meetings. Each staff member will be expected to attend these meetings. Meetings will be held only when necessary. Children are not allowed to attend faculty meetings or team meetings. Please schedule all appointments on other days or after 4:00 p.m. so you will be able to attend these meetings.

Important information is often communicated via email. **Teachers must check their email twice daily at a minimum,** once in the morning and once in the afternoon. Checking your email reduces the need for called faculty meetings.

### **Field Trips**

All class, club, or other organizations must complete a field trip request form, a lunch order form, (if this form is not turned in with it, your request will be returned to you) and provide a list of participants to all faculty and staff prior to departure. Remind students that although these are school-approved absences, they are responsible for all make-up work. See Board of Education policies for more information on field trips.

### **Checklist for a Successful Field Trip**

- \_\_\_\_\_ 1. Check school calendar for any potential conflicts.
- \_\_\_\_\_ 2. Submit formal request to Board of Education for approval two weeks in advance of anticipated trip. (Board meets second Thursday of every month.)
- \_\_\_\_\_ 3. Submit this formal request for principal's signature two days before Board meeting.
- \_\_\_\_\_ 4. Submit Three Day Notice form for substitute teacher (if applicable) to principal.

- \_\_\_\_\_ 5. Check eligibility for participation and turn in list of participants to principal two days prior to the trip. Copies should also be made for teachers.
- \_\_\_\_\_ 6. Verify transportation plan for trip with Transportation Director.
- \_\_\_\_\_ 7. Assess students' bus money, as applicable. (See transportation director).
- \_\_\_\_\_ 8. Send home permission slips and/or medical release forms. (Leave permission slips in office and take medical release forms.)
- \_\_\_\_\_ 9. Notify lunchroom personnel of field trip with number of lunches etc. (Obtain form from office)
- \_\_\_\_\_ 10. Turn in all money collected for the trip to the office. The bookkeeper will write a check for the total amount of the trip.

### **Fundraising**

All fundraising must follow Board of Education policies. No selling of food items between or during classes is allowed.

### **Money**

Be sure to write a receipt for all money collected. No funds are to be left in classrooms overnight. They must be turned in to the front office staff daily. All money needs to be in the front office by 1:00 every day. Money must be given directly to Mrs. Harvey or Mrs. Sumner and not laid on their desk. If Mrs. Harvey or Mrs. Sumner are unavailable, then you will need to see an administrator. A deposit will be made daily. No money will be left on campus. You will be responsible for all money not turned in by 1:45 and the consequences of not turning it in.

### **Collection Money From Students/Teachers/Staff**

Money collected from students for **any reason** must be receipted and sent to the office in the money bag along with the receipt book. Be extremely careful when completing receipts. These receipts may be viewed by the auditor and must be neat, legible, and accurate. The top copy of the receipt should be sent home with the student. The bottom copy of the receipt must stay in the receipt book. Teachers should initial any checks received from students. Teachers should also be sure that all receipts and the front form on the money bag are completed accurately.

A receipt must include: 1) Date, 2) Individual's name, 3) Reason for money (book, insurance, locker, etc.), 4) Amount of money received, 5) Teacher's initials at the bottom, 6) Indication of

cash, money order or check (district employees), and 7) Check number (if applicable), 8) Write student's name on check.

Your receipt book serves as your documentation of appropriate collection of money from your students. Keeping accurate records through this receipt process is essential. When your receipt book is full, put your name on the outside of the book and keep it in your file. All receipt books are considered part of the school's bookkeeping documentation and will be collected at the end of the year. Request new receipt books from the office as needed.

**All money will be counted at 1:00 PM - daily.** Please have money bags in the front office before this time.  
***Never leave money in your room.***

### **Copy Machines**

Every teacher will be issued a copy code. A 500 copy allotment will be given to every teacher each month and 1000 copy allotment to every team chairperson each month. Once your allotment is gone, it is your responsibility to make other arrangements. A copier is available in the mailroom in the main building. Plan ahead and have plenty of copies for your students. Do NOT send to the front office for copies. This copier is for office staff only.

### **TEXTBOOK PROCEDURES**

1. Issue a textbook to each student and complete all information on the Textbook Distribution Form.
  - a. A copy of the completed forms for each class taught must be submitted to the Department head by Friday, August 5, 2016 no later than 4:00 p.m.
  - b. The department heads will keep these forms on file.
2. During each 9-week grading period, teachers will verify whether the students are in possession of the textbooks issued to them. With the progress report a book check will be made and results will be turned in to the department chair.
3. A student must pay for a lost book in order to receive a new book.

### **POINTS TO EMPHASIZE**

1. Students should be informed of the various prices of textbooks. Please stress the importance of keeping the textbooks in their possession as they are responsible for the particular textbook that was issued to them. Textbooks

are required for class and must be paid for immediately when lost.

2. Written notification of lost textbooks will be given to the student's parent or guardian.

### **SUBSTITUTE TEACHERS**

If you are going to be out, you will need to call Dr. Dutcher. Substitute folders will need to be completed, updated, and turned in to your department chairs every 9 weeks for completion checks. These folders are to be kept on your desk, visible for your substitute. Let the sub know when your lunch period is and also when you have duty.

### **PERSONAL/SICK LEAVE**

An employee must notify Mr. Hadley or another administrator when he/she expects to be absent. Three days of the allotted 11 ¼ days of sick leave may be used for personal leave, provided that the request is made three days prior to the requested time off. Please do not ask for time off during pre-or post-planning days or on staff development days. Personal leave should not be requested the day before or the day after a holiday. No personal time will be granted the last two weeks of school. The school principal reserves the right to request a doctor's note for all sick leave.

### **LEGAL LEAVE (JURY DUTY)**

If a teacher desires to serve when called to jury duty, the Sumter County Board of Education will grant this request.

**LEAVE REQUEST FORMS MAY BE PICKED UP IN THE MAIN OFFICE. ONCE COMPLETED, PLEASE GIVE to MRS. LANDERS.**

### **FUND RAISING**

A budget is required and financial plans should be made for the entire year. All fund raising must be:

1. in accordance with Sumter County Policy
2. approved by the principal and the Board of Education
3. requested in writing on the appropriate form (see appendix for "Fund Raising" form - may be obtained in the main office - yellow form).
4. the Board of Education must approve all fund raising activities. Forms must be submitted by the Wednesday before each Board work session.

### **SCHOOL ACTIVITIES**

Any school sponsored activity must have the approval of the school administration. Please notify the principal's office - a ten-day written notification prior to activity is required. Please use the proper form (see appendix for "Field Trip" and "Facilities Use" forms - may be obtained in the main office).

The sponsor or advisor is responsible for seeking approval and securing all necessary paperwork from students:

1. A permission slip (from main office) for each student must be signed by parent, and the completed form returned to office prior to activity.
2. Check with the office if it will be an overnight trip.

### **ITEMS FOR BOARD APPROVAL**

In order to get an item on the board agenda for approval, please submit the information to the principal the Wednesday before the monthly Board work session.

### **FLOWERS AND GIFTS/Hospitality**

All faculty members are asked to contribute \$20.00 per year to a faculty fund to purchase flowers or gifts for special occasions. Please submit your \$20.00 to Elizabeth Holloway by September 4.

### **REPAIR REQUESTS**

Teachers requesting repairs and/or general maintenance should get a form from the front office and turn it into Mrs. Farias, Mr. Tumlin, or Mr. Vickery.

### **SCHOOL KEYS**

Any veteran teacher that did not return their school keys at the end of last school year needs to do so IMMEDIATELY! Teachers are responsible for their keys. The loss of keys should be reported immediately to the administration. Should you need keys for some activity, see the administration. At the end of the school year ALL keys are to be turned in to Mr. Vickery.

NOTE: You are responsible for securing your room, etc.

Please remember to turn off your lights prior to leaving for the day.

### **SALESMEN AND VISITORS**

Salesmen and visitors should not interrupt your classes. If anyone feels that it is absolutely necessary to see a teacher or student, he must first report to the school office for permission. After hearing the visitor's business, an administrator will determine if the reason justifies the interruption. At no time will anyone not associated with ASHS be allowed on campus without the permission of the administration.



Any person found on campus without the administration's knowledge will be considered trespassing. We will not hesitate to contact the local law enforcement authorities when necessary. Any student who associates with an unauthorized visitor will be subject to disciplinary action.

#### **ALL VISITORS MUST FIRST REPORT TO THE OFFICE**

Visiting during the school day, which interrupts the learning process will be strongly discouraged.

#### **FACULTY MEETINGS**

Faculty meetings will be announced. All teachers are required to attend and sign in. If you see that you will be unable to attend a faculty meeting, YOU are responsible for obtaining information and materials from the principal. You must notify the principal if there is a need to be absent. Only Mr. Hadley can grant permission for you to be absent from any faculty meeting.

If you need time to share information with the faculty, please contact the principal before lunch on the day before the meeting.

#### **TELEPHONE**

A telephone for your use is available in the principal's conference room. No long distance calls will be made on this phone. NO STUDENT IS TO USE THIS PHONE. This phone is to make it convenient for you to contact parents. Please limit your calls to three to five minutes. Teachers are not allowed to use the phones in the front office without permission from an administrator.

All long distance calls must be recorded in the Telephone Log Book in the office. A member of the administration must approve all long distance calls.

**PERSONAL CALLS:** Please note the office will not call you to the telephone unless an EMERGENCY is indicated. THE TELEPHONE IN THE OFFICE IS A BUSINESS PHONE AND WILL BE USED BY OFFICE PERSONNEL ONLY. If you receive a telephone call, a message will be taken and put in your box. The only exception is an emergency.

**Adult Cell Phone Usage:** Teachers are to use their cell phone when on planning or breaks, not in the presence of students. If the call is an emergency, please step outside of the classroom and ask another adult to cover your class. At no time should cell phones ring during meeting. (turn off or on silent prior to meeting)

- i. Do not use your cell phone to call parents. Please use the school phone to make parent contacts. The school will not be responsible for fees obtained during usage. Use at your own risk.

If you have access to a telephone in your room or area, please DO NOT LET STUDENTS USE IT. There is a phone in the student services for student use. ANYONE LETTING STUDENTS USE THEIR TELEPHONE WILL BE SUBJECT TO HAVING THAT PHONE REMOVED. All students need a note from their teacher to use the phone in student services and it should only be in cases of EMERGENCY!

### **ENVIRONMENT**

Since students respond to attractive surroundings, teachers should make every effort to keep classrooms, labs, etc. clean, attractive and conducive to the learning process. The custodial staff will clean floors and take out trash; however, the teacher and students should keep paper and trash off the floor, maintain equipment such as writing boards, desks, computers, etc. and keep the room clean in general. Please do not use tape on the walls as it will pull the paint off when removed; instead use the bulletin board. Keep windows closed when air conditioning is on, and remember to turn off the lights when the room is not in use.

Standard based bulletin boards reinforce and strengthen the learning process and are encouraged. School-related news bulletin boards provide a sense of belonging and show that you are concerned for the total program at ASHS.

To the extent that you are willing to enforce - students will accept and assist in keeping ASHS clean and attractive.

Please be aware that this is the responsibility of each member of the staff and is expected to be extended to the entire physical plant and facilities.

### **Dismissal of Class**

No student is to be dismissed from class until the bell rings. They are to remain in their seats. Teachers should not keep students after the bell unless there is an emergency. Notify the office any time students have to be kept in class. The classroom teacher - not a bell - dismisses a class. Students will be dismissed from school by intercom. Please do not allow students to leave class until we announce it over the intercom.

### **Unsupervised Classroom/Lab/Activities**

A classroom, lab or activity should never be left unattended. If it is necessary for a teacher to leave the room, arrangements should be made to have the classroom supervised. STUDENTS ARE NOT ALLOWED IN ANY CLASSROOM AT ANY TIME UNLESS A TEACHER IS PRESENT.

### **PARAPROFESSIONALS**

Paraprofessionals are to report directly to the teacher to whom they are assigned. However, the building principal is their immediate supervisor. The classroom teacher along with the principal and other members of the leadership team will be responsible for evaluating the performance of all paraprofessionals. All questions concerning training and licensing should be directed to the designated administrator, who will in turn work with the central office contact person. Paraprofessionals are encouraged to attend workshops, etc., to keep abreast of the latest techniques for working with children.

Unless called to supervise a class, paraprofessionals are expected to follow their outlined schedule, daily.

As is the case with teachers, paraprofessionals will be assigned a duty station to help monitor and supervise children. Paraprofessionals are expected to be on duty throughout the year supervising children -- FAILURE to do so will result in written documentation from the administrators.

### **PARENT COMMUNICATIONS/CONFERENCES**

Teachers are expected to communicate with parents frequently to insure that students are achieving as much success as possible. Means of teacher/parent contact include: Student Agendas, Notes, Phone Calls, Weekly folders and Conferences.

**All** teachers must make a minimum of two positive parent contacts each week. Parent contacts should be documented in Infinite Campus.

**All** teachers who have students failing their classes must make a parent contact. Documentation should be included with the student action plan/ monitoring reports.

Agendas should be maintained daily. Students should fill out agendas under the supervision of teachers. Grades should be recorded at least once a week so that parents can keep track of students' current progress weekly. Teachers may also write notes to parents in agendas. Parents are expected to sign planners weekly. Teachers will check parents' signatures on designated days.

The goal at ASHS is to conference with all parents.

Communication between the parent and the teacher is most beneficial to the student's success. Teachers should try to meet with their students' parents at least twice during the school year. Parents are free to request a conference at any time simply by calling the school.

Parents will not be permitted to see teachers during the school day unless an appointment has been scheduled or arrangements have been made by the teacher/team or an administrator. Teachers should make themselves available for conferences after 4:00 PM daily.

**All communication with parents must be documented by the teacher or team. Teachers/teams must keep a record of all parent contacts including phone calls, conferences, etc.** A folder for each child including all contacts should be maintained. Parent Contact forms must be turned in to the designated administrator during post planning.

Suggested steps in a parent-teacher-student conference are:

- Establish rapport by asking about the parent's work or some other topic which will ease the situation.
- Restate the purpose of the conference. Refer, if appropriate, to a question posed by the parent.
- Put the parent/student at ease by beginning the conference yourself.
- Open up avenues for the student to enter the discussion.
- Remember the ultimate goal is to be positive and to facilitate communication between the school, parent, and student.
  
- Conclude the conference by establishing how and when follow-up will occur.
- REMEMBER: If the conversation is such that the student would be better off not hearing it, exclude the student for that part of the conference.

### **PLANNING TIME**

Planning time must be fully utilized. Teachers should work in their rooms or with their teams making preparations for instruction and discussing specific strategies to improve student achievement. Teachers should limit the number of times they leave campus during their planning time. If needs arise and staff members must leave campus, a sign-out/sign-in sheet is located in the front office. It is imperative for anyone leaving campus to sign out and inform the office staff that they will be off campus. It is also important to sign back in.

REMEMBER: This time is part of the regular eight-hour work day and should be used to plan for instruction.

### **Professional Organizations**

Each faculty member is strongly encouraged to join one or more of these organizations. These organizations can provide valuable services as well as assist you in your professional growth. Your involvement is critical to these organizations' ability to serve the needs of our profession and you.

### **FIELD TRIP INFORMATION**

See Christy Landers for field trip permission form and follow those guidelines.

Federal law prohibits discrimination on the basis of race, color or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Educational Amendments of 1972 and Perkins Act of 1998); or disability (Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990) in educational programs or activities receiving federal financial assistance.

Students, parents, employees and the general public are hereby notified that the Sumter County Board of Education does not discriminate in any educational programs or activities or in employment policies.

The following individuals have been designated as the employees responsible for coordinating the school system's effort to implement this nondiscriminatory policy.

### **PROCEDURES FOR STAFF DEVELOPMENT AND EMPLOYEE EXPENSE STATEMENT**

See Main Office

### **TRAVEL APPROVAL FORM**

See Main Office

### **PROGRAM FOR EXCEPTIONAL CHILDREN**

Sumter County provides special education classes for specific learning disabled, hearing impaired, behavioral disordered, intellectually disabled, other health impaired, orthopedically disabled, and speech and language therapy. The goal of the Special Education Program is to provide the best education and enable each student to achieve his or her highest potential.

### **PROFESSIONAL EMPLOYEE WORKLOAD**

All professional employees are expected to observe a minimum workday of eight hours (7:45 AM to 4:00 PM) and a minimum work week of forty hours. Supervisors will develop a normal workday schedule for all professional employees to ensure that they remain on duty at their school at least seven and one-half hours per day. **Teachers will be expected to sign in by 7:45 AM.** The sign-in book will be kept in the attendance office. (Mrs. L. Green)

As part of their workday, teachers are expected to perform such duties 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, whether or not these activities fall into the hours during which they are required to be on duty at their school.

Teachers are required to attend/work one athletic event (monitor, selling tickets or concessions) or to chaperone an after school activity such as the "Prom." Permission to be exempt from this requirement must be secured directly from the principal.

#### **GIFTED EDUCATION**

In seeking to provide a program that delivers services to those youth who demonstrate a high degree of intellectual ability, the Sumter County School System offers a program for gifted students in grades K-12. Students qualify for this program on the basis of criteria mandated by the state of Georgia. Contact your child's school for more information about this program.

## Pyramids of Intervention-RTI

1. When a student is having difficulty academically, behaviorally or socially, teachers typically try a variety of modifications to the regular educational process to help the student. When these modifications are not working, the teacher may consult with other grade level teachers, administrators, counselors or instructional specialists for help with other modifications. If difficulties persist with the student after these modifications have been implemented for a period of time, the teacher may consider a referral to the Student Support Team at the school.
2. The Student Support Team is designed to be a problem solving group of educators that meet together and recommend alternative modifications that the teacher can implement in the classroom to help the student. It is based on the premise that a group of educators is able to generate more ideas for modifications than a single teacher.
3. In addition to regular Student Support Team members, it is often helpful to invite others to the meeting for a specific student. This might include the parents, the referring teacher, a school psychologist, and other teachers who also work with the student such as a Title I teacher, a physical education teacher, or a speech/language pathologist.
4. The Student Support Team is to make recommendations for modifications or alternative strategies for all students referred to the team. A modification must be an alternative to what the teacher does every day. These modifications should be recommended.
5. The only exception to the requirement for recommending alternative strategies and modifications for a student in a case where a student has an obvious disability and no modification in the regular classroom would work. This is a rare situation, and should be detected early in the student's school career. In this situation a child may be referred directly for a psychological evaluation. The reasons for an immediate referral for evaluation must be thoroughly documented in Student Support Team minutes.
6. The goal of the Student Support Team is to keep students in the regular education program by developing modifications and alternative strategies that will make it possible for the student to be educated in the regular education program. All students who are referred to the Student

Support Team should not be referred for a psychological evaluation for possible special education placement.

## **AMERICUS-SUMTER HIGH SCHOOL EXPOSURE CONTROL PLAN**

### **FOR DEALING WITH BLOODBORNE PATHOGENS**

The body fluids of all persons should be considered potentially hazardous. While the risk of infection from several different organisms is present, the exact risk depends on a variety of factors. Body fluids that require universal precautions are blood, semen, vaginal fluids, amniotic fluid, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, and pericardial fluid.

Body fluids which do not require universal precautions unless they contain visible blood are urine, feces, vomit, nasal discharge, sweat, tears, sputum, and saliva. It is best to avoid direct skin contact with body fluids if you have an open sore or cut. The use of disposable latex gloves is recommended for those who anticipate assistance in first aid when body fluids are present (i.e., cleaning cuts and scrapes, helping with bloody nose and so forth), for those who clean surfaces soiled by body fluids, and for those persons who handle diapers or student clothing soiled by incontinence if the possibility exists that blood is present.

Although all staff should use disposable gloves when handling body fluids, undoubtedly there will be occasions where unanticipated skin contact will occur when gloves may not be immediately available (i.e., assisting a child in the bathroom, wiping a runny nose, administering first aid to a bleeding wound). In these cases, hands and all other affected skin areas should be washed with liquid soap and running water as soon as possible. Effective hand-washing requires the use of liquid, not bar, soap and vigorous washing under a stream of running water for at least 10 second. Use of paper towels to dry hands well is recommended.

Any articles used to clean body fluid spills containing blood should be handled with gloved hands and disposed of in a plastic bag. If an absorbent agent is used, sweepings should be disposed of in a similar manner. Brooms and dust pans should be cleaned with disinfectant.

Freshly mixed household bleach in a 1:10 solution (1 part bleach to 10 parts water) is recommended for cleaning. Bleach should be mixed with cool water and be made fresh (no more than 24 hours old) in order for it to be effective. Some recommendations say



that only ¼ cup of bleach to 2 gallons of water is sufficient. Most disinfectants used in schools will be adequate.

Gloves should be worn in the cleaning of restrooms. While restrooms are being cleaned, water should be changed frequently. Incidents where toilets are overflowing or drains are backed up should be attended to immediately.

Hard surfaces, such as desk tops or floors, which have been contaminated, should be cleaned with a bleach and water solution or disinfectant, dried with absorbent towels or treated with absorbent material, and sprayed with a disinfectant. Bus seats and floors should be cleaned in the same manner.

### **Title VI**

Ms. Gayla Braziel, Sumter County Board Of Education  
100 Learning Lane  
Americus, GA 31709  
(229) 931-8500

### **Title IX**

Mrs. Helen Ricketts, Sumter County Board Of Education  
100 Learning Lane  
Americus, GA 31709  
(229) 931-8500

### **Section 504 And ADA**

Ms. Jacqueline King, Sumter County Board Of Education  
100 Learning Lane  
Americus, GA 31709  
(229) 931-8500

### **NOTICE**

This business operates under the Georgia Workers' Compensation Law.

**WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, FOREMAN.**

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days.

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation.

A worker injured on the job must select a doctor from the list below. One change of doctor, from the list, may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

The insurance company providing coverage for this business under the Workers' Compensation Law is:

Old Republic Insurance Co.

c/o Alexsis Risk Management Services, Inc.

3565 Piedmont Road

Atlanta, Georgia 30363

For all School Board policies, please see the district website:  
[www.sumterschools.org](http://www.sumterschools.org).

## Clubs and Organizations and Sponsors

Americus Sumter High School Singers - Mr. Keith Thomas  
Anchor Club - Tracy Wilson/Calandra Parker  
Art Department - Letitia Williams  
Band - Deborah Hughes  
Baseball - Brandon Mitchell  
Basketball - Boys - Johnny Genwright  
Basketball - Girls - Sherri Harris  
Beta Club - Annita Belcher  
Cheerleaders - Varsity and Jr. - Alicia Green  
Cross Country -Shanicka Dyson  
DECA - Alicia Green  
FBLA - Pamela Harvey and Amanda Sumner  
FCCLA - Sekemia Caldwell, Nancy Green  
Football - Ross Couch  
Foreign Language- Chad Duke, Spanish  
French Club- Justin McConnell  
Golf - Rodney Shelton  
Graduation - Alicia Green, Barbara Mitchell, Sekemia Caldwell,  
and Tracy Wilson  
HOSA - Barbara Mitchell  
Jr/Sr Prom -Sekemia Caldwell  
JROTC - LTC David Cook & 1SG Seth Howell  
Math Team - Phoenecia Cummings, David Ndaayezwi  
One Act Play - Keith Thomas  
Parking - Christina Farias  
Senior Class Sponsors - Alicia Green and Barbara Mitchell  
Soccer - Boys- Felix Jimenez Girls - Lisa Calkins  
Softball -Coleman Price  
Swimming - TBA  
Tennis - Boys - Carl Willis; Girls - Terri Lee  
Track - Boys - Richard Oliver; Girls - Shanicka Dyson  
Volley Ball - Shatyriah Crawford  
Wrestling - Col. Cook; Thomas Prater  
Yearbook - Amanda Sumner

## Guide To - What/Who

Accident Insurance Claim Form - Amy Williams  
Activities Approval - Sponsor and Administration  
Advance Placement - Guidance Counselor  
Advisor Scholarships - Guidance Counselors  
Announcements - P A System - Administration  
Appeals - Kimothy Hadley and Dr. Torrance Choates  
Arrange Parent/Teacher Conference - Guidance Counselors  
Artwork - LeTitia Williams - Art  
Athletic Information - Mr. Coleman Price  
Athletic Insurance - Mr. Coleman Price  
Attendance Information/Appeals - Lashana Green  
Band/Flag Corps Information - Deborah Hughes  
Black History Week - Social Studies Department  
Calendar (Monthly School) - Main Office  
Cheerleading - Alicia Green  
Chorus/Singers/ - Keith Thomas  
Class Rings/Graduation Materials - Alicia Green  
Club Information - Sponsors  
College Information - Counselors  
Curriculum - Administration  
Deficiency Reports - Administration  
Deliveries for Students: Flowers/Gifts/ Etc. - Administration  
Discipline Information - Administration  
Eligibility/Athletic - Mr. Coleman Price  
Facility Use - Latonya Harvey and Christina Farias  
Faculty Fund - Elizabeth Holloway  
Financial Aid Information - Guidance Counselor  
Football Tickets - Mr. Coleman Price  
Fund Raising - Sponsor  
Graduation Exercises - Barbara Mitchell and Alicia Green  
Graduation Requirements - Guidance Counselors  
ID's - Christopher Tumlin  
In-School Suspension -ISS Instructor and Admin  
Insurance - Students - School Insurance - Amy Williams  
Inventory - Main Office  
Janitorial - Cody Moncrief  
Jr/Sr Prom - Sekemia Caldwell-Johnson  
Keys - Cody Moncrief  
Leave Class or Activity - Pass from Teacher  
Locker Information - Latonya Harvey  
Lost Schedules - Advice/Changes - Guidance Counselors  
Maintenance - Cody Moncrief and Christina Farias  
Pay Tuition - Amy Williams  
Personal Problems - Guidance Counselors and Administrators  
Posters/Brochures/Signs - Administration  
Pre-Registration - Guidance Counselors  
Release for Joint Enrollment/ME - Guidance Counselors  
Report Cards - Administration and Irma Davis

Report Theft or Vandalism - Teacher and Administration  
Request for Leave - Latonya Harvey (Administrative Assistant)  
School Pictures - Amanda Sumner  
Seals of Endorsement - Guidance Counselors  
Senior Plan - South GA Tech - Guidance Counselors  
Sign Out of School - Student Services  
Special - Tracy Wilson  
Spirit Stickers - Cheerleaders  
Student Government Association - Linda Ross  
Supervision - Football Games/Teacher Duty Assignments -  
    Mr. Coleman Price  
Supplies - Department Chair  
Tardy to School - Student Services - Sonya Galloway  
Tech Career Inquiries - Alicia Green  
Testing Information - Counselors, Dr. Marnie Dutcher  
Textbooks - Department Chair  
To See Counselor - Pass from Teacher  
Transcript Request - Irma Davis  
Transportation/Buses - Tracy Monts  
Use the Telephone - Pass from Teacher  
Voter Registration - Linda Ross  
Withdrawals/Entries - Administration and Irma Davis  
Work Permits - Front Office-Mr. Kimothy Hadley  
Yearbook Information - Amanda Sumner

**FORMS**

**Sumter County Schools**

**Activity Permission Form**

**Americus-Sumter County High School South Campus**

I (we) the undersigned, being parent/guardian of the student named below, do hereby agree to release the Sumter County Board of Education, Americus-Sumter County High School South Campus, its representatives, agents, and employees from liability for any injury to the student named below, resulting from any cause whatsoever, occurring to the student named below at anytime while attending the following activity, including travel to and from said place, excepting only such injury or damage resulting from the willful acts of such representatives, agents, and employees.

I give permission for my son/daughter to participate:

Student:

\_\_\_\_\_

Activity: \_\_\_\_\_

Date of Activity: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

Date of signing: \_\_\_\_\_

Phone Number(s):

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ Emergency: \_\_\_\_\_

Teacher: \_\_\_\_\_

Grade: \_\_\_\_\_

Comments: \_\_\_\_\_

**SUMTER COUNTY SCHOOLS**  
**VIDEO VERIFICATION**  
**Americus-Sumter County High School South Campus**

Date turned in to administrator: \_\_\_\_\_

Teacher's name: \_\_\_\_\_ Grade: \_\_\_\_\_ Room #: \_\_\_\_\_

Title of Video: \_\_\_\_\_

Source: Media Center \_\_\_\_\_

Other: (explain) \_\_\_\_\_

If movie, rating: \_\_\_\_\_ (G rating should be the only appropriate rating.) Should the rating be anything other than G, written parental consent is required.

Have you previewed this video? \_\_\_\_\_

Explain how this video relates to your lesson/objective:

Date and time you plan to show video (give beginning and ending times)

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_ - \_\_\_\_\_

Teachers are to adhere to the following:

1. Complete this form and give it to an administrator.
2. After approved (signed) by administrator, give form to Media Specialist one or more days before classroom viewing.
3. Teacher is responsible for picking up and returning all equipment.
4. Be AWARE of the COPYRIGHT LAWS. (There is a copy of the copyright laws regarding media in your handbook. There are also pamphlets and a video available to be checked out on copyright laws in regard to educators.)

Administrative Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Rejected: \_\_\_\_\_ Date: \_\_\_\_\_

# AMERICUS-SUMTER HIGH SCHOOL



805 HARROLD AVENUE AMERICUS, GEORGIA 31709  
Phone: (229) 931-3653 Fax: (229) 931-8618

**Mr. Kimothy Hadley, Principal**

Dr. Marnie Dutcher, Assistant Principal

Mr. Cody Moncrief, Assistant Principal

**Americus Sumter High School**  
**2020-2021**  
**PARKING PERMIT APPLICATION**

PERMIT # \_\_\_\_\_

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_

INSURANCE COMPANY: \_\_\_\_\_ POLICY #: \_\_\_\_\_

CAR YEAR: \_\_\_\_\_ CAR MAKE: \_\_\_\_\_ CAR MODEL \_\_\_\_\_

COLOR OF CAR: \_\_\_\_\_ Tag # \_\_\_\_\_ LICENSE #: \_\_\_\_\_

\*see office staff for red form



**SUMTER COUNTY SCHOOL SYSTEM**  
**GEORGIA TEACHER DUTIES AND RESPONSIBILITIES INSTRUMENT**  
**Teacher Duties and Responsibilities**

A. Follows professional practices consistent with school and system policies in working with students, students' records, parents and colleagues.

1. Interacts in professional manner with students and parents.
2. Is available to students and parents for conferences according to system policies.
3. Facilitates home/school communication by such means as holding conferences, telephoning and sending written communications.
4. Maintains confidentiality of students and student's records.
5. Works cooperatively with school administrators, special support personnel, colleagues, and parents.
6. Models correct use of language, oral and written.
7. Demonstrates accurate and up-to-date knowledge of content.
8. Assigns reasonable tasks and homework to students.

B. Complies with school, system and State administrative regulations and Board of Education policies.

1. Conducts assigned classes at the time scheduled.
2. Enforces regulations concerning student conduct and discipline.
3. Is punctual.
4. Maintains lesson plans as required by school policy.
5. Provides adequate information, plans and materials for substitute teacher.
6. Implements designated curriculum.
7. Maintains accurate, complete, and appropriate records and files reports properly.
8. Attends and participates in faculty meetings and other assigned meetings and activities according to school policy.
9. Complies with conditions as stated in contract.

C. Acts in a professional manner and assumes responsibility for the total school program, its safety and good order.

1. Takes precautions to protect records, equipment, materials, and facilities.
2. Assumes responsibility for supervising students in out-of-class settings.

Part of duties and responsibilities evaluation - teachers who do not enforce the policies are given a warning (verbal and/or written).

Subsequent violations will result on one or more of the following:

- Official letter of reprimand (placed in personnel file)
- Placement on a Professional Development Plan (PDP)
- Conference with school administration and central office personnel
- Non-renewal