

RANDOLPH CLAY MIDDLE SCHOOL ~Teacher Handbook~

2020-2021



The vision of Randolph-Clay Middle School is to ensure that all students reach their full academic potential and are fundamentally prepared to think, reflect, create, solve and grow in an ever-changing global society.

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Chapter One: Personnel

2019-2020 RCMS Administrative Team and Office Staff

Mrs. Elizabeth Knighton	Principal
Ms. Katrina Hall	Assistant Principal/Instructional Coach
Ms. Jeanette Burks	Counselor
Ms. Gabreale Fillingame	School Secretary

Administrative Duties and Responsibilities:

Mrs. Elizabeth Knighton, Principal

Supervises all teacher duties, responsibilities, and TKES Process	Assists in developing the optimal instructional climate
Supervises all extracurricular activities	Supervises the transportation of students by bus and administers all bus discipline
Supervises public relations	Supervises property inventory and maintenance
Supervises Randolph-Clay Middle School Emergency Management Plan and all Emergency Preparedness drills and reports	Supervises the field trip planning and coordination process
Supervises the school budget: PPA, Non-PPA, 6-8, Extended Day, Title I, and School Improvement	Plans cafeteria seating chart, lunch schedule and prepare teacher assistant schedule for cafeteria duty
Supervises the school improvement process	Coordinates with Food Service Manager
Supervises all curriculum and instruction	Coordinates with the School-based Governance Team and PTA
Supervises and monitors the analysis of student achievement data	Serves on Promotion/Retention Committee
Supervises Title I Program	Monitors Staff Attendance
Supervises the professional development program	Prepares safety and emergency plans and notebook
Supervises building maintenance, cleanliness, and	Monitors ISS program

custodial staff	
Coordinates and facilitates the 90-day plan	Responsible for all classified evaluations
Handles Discipline	Monitors Student Behavior Logs

Ms. Katrina Hall, Assistant Principal/Instructional Coach

Monitors curriculum, instruction, and teachers to develop and encourage the best teaching practices	Co-Testing Coordinator (Georgia Milestones, Benchmarks, Mock Writing Tests, Literacy and Numeracy Screenings)
Monitors student achievement data	Coordinates and Supervises the Response to Intervention Program
Supervises staff professional development for sustaining skills	Monitors Parent Contact Log
Serves on Promotion/Retention and Response to Intervention (RTI) Committee	Attend grade level meetings, leadership team meetings, administrative staff meetings, committee meetings, and PTA meetings, as scheduled
Assists in reviewing all report cards	Assist in handling/updating student records with current forms (Fillingame)
Assist with the in-school selection of learning supplies and materials, both print and non-print materials	Assist Principal as requested; All other duties as assigned

Ms. Jeanette Burks, Counselor

Coordinates classroom guidance and counseling program	Serves on PBIS Committee
Monitors student attendance	Assist Principal as requested; All other duties as assigned

~RCMS 2020-2021 Faculty and Staff Roster~

Principal
Assistant Principal/Instructional Coach
Counselor

Elizabeth Knighton
Katrina Hall
Jeanette Burks

Middle School Secretary/Data Entry
MS & HS Building Secretary/Records
Bookkeeper
Parent Liaison

Gabreale Fillingame
Sha'Keythia Cooper-Graddy
Holly Gresham
Shayla Gilbert

6th Grade English/Language Arts and Science Teacher
6th 8th Grade Mathematics Teacher
7th Grade Mathematics and Science Teacher
7th Grade English/Language Arts and 8th Grade Science
and Social Studies Teacher
8th Grade English/Language Arts and 6th & 7th Grade
Social Studies Teacher
8th Grade Mathematics and Science Teacher
8th Grade English/Language Arts and Social Studies
Teacher

Chanisha Allen
Courtney Baldwin
David Barnes
Sharon Bryant

Nates Davis

Marlon Gilbert/Jamarcus Perryman
Sommier Thomas

ISS/ Paraprofessional
Title I Paraprofessional
Teacher Assistant/Support Staff

Ms. Genetta Moore
Ms. Kimbrel Pinkins
Mrs. Theresa Nicholson

Special Education Teacher/ELA Co-Teacher
Special Education Paraprofessional
Special Education Paraprofessional

Robin Nicholson
Lakennya Barnett
Theresa Rivers

Custodian

Charlene Coleman

RCMS Teams

Leadership Team	Response to Intervention Team (RTI)	Positive Behavioral Interventions and Supports (PBIS)
E. Knighton & K. Hall (Co-Team Leaders)	K. Hall (Team Leader)	J. Burks (Team Leader)
S. Thomas English/Language Arts	C. Baldwin (6 th grade Coach)	C. Baldwin
C. Baldwin Mathematics	N. Davis (7 th grade Coach)	D. Barnes
R. Nicholson Exceptional Education	S. Thomas (8 th grade Coach)	S. Bryant
Z. White-Davis Acad. Coach - Math	G. Moore (ABE Coordinator)	N. Davis
		R. Nicholson (Behavior Specialist)
		G. Moore (ABE Coordinator)
		G. Fillingame (Data Input Personnel)

Who to see about.....

Attendance Counts	Gabreale Fillingame
Attendance Problems	Gabreale Fillingame
Emergency Drills	Elizabeth Knighton
Employee Benefits	Shirley Marshall
Field Trips	Elizabeth Knighton
Furniture/Room Equipment Needs	Charlene Coleman
Grades/Attendance Posting	Gabreale Fillingame
	Sha'Keythia Cooper-Graddy
Instructional Issues	Team Leaders
	Katrina Hall
	Elizabeth Knighton
Money Questions	Holly Gresham
Outside Speakers	Elizabeth Knighton
Parent Contact Logs	Katrina Hall
Personal & Sick Leave	Elizabeth Knighton
Procedures In General	Team Leaders
	Katrina Hall
	Elizabeth Knighton
Standards-Based Instruction	Team Leaders
	Katrina Hall
	Elizabeth Knighton
School-Wide Calendar	Gabreale Fillingame
Student Behavior	Elizabeth Knighton
	Katrina Hall
Substitute Teacher Procedures	Gabreale Fillingame
Technology/Network Problems	James Cobb
Video Approvals	Stuart Bailey
	Elizabeth Knighton

Chapter Two: General Information

~2020-2021 RANDOLPH COUNTY SCHOOLS CALENDAR~

	JULY 2020		cont. JANUARY 2021
23	New Teacher/Personnel Orientation	5	Students Return from Winter Break
27-31	Preplanning	13	Report Cards
		15	End of 5 th Month
	AUGUST 2020	18	MLK Holiday (Schools Closed)
3-7	Preplanning		
10	Students First Day		FEBRUARY 2021
28	End of 1 st Month	4	Progress Reports 3 rd 9 Weeks
		11	Early Release/ ½ Day PL
	SEPTEMBER 2020	12-15	Mid-Winter Break (Schools Closed)
2	Progress Reports	17	End of 6 th Month
7	Labor Day (Schools Closed)		
25	End of 2 nd Month		MARCH 2021
		4	FTE Count #3
	OCTOBER 2020	10	End of 3 rd 9 Weeks (45 days)
2	End of 1 st 9 Weeks (45 Days)	16	End of 7 th Month
6	FTE #1	18	Report Cards/½ Day Students & P/T Conf.
7	Report Cards		
7	½ Day for Students & Parent/Teacher Conf.		APRIL 2021
12-16	Fall Break (Schools Closed)	2	Early Release/ ½ Day PL
30	End of 3 rd Month	5-9	Spring Break
		16	End of 8 th Month
	NOVEMBER 2020		
11	Progress Reports 2 nd 9 Weeks		MAY 2021
20	½ Day PL		Head Start/PK EOY Program
23-27	Thanksgiving Holidays (Schools Closed)		Kindergarten EOY Program
			Elementary Honors Day Programs
	DECEMBER 2020		5 th Grade EOY Program
4	End of 4 th Month		Middle School Honors Day Programs
18	End of 2 nd 9 Weeks (45 days)/1 st Sem. (90 days)		8 th Grade EOY Program
18	Early Release		High School Honors Day Program
21-31	Winter Break (Schools Closed)	21	Students Last Day/Early Release
		21	Graduation for Randolph – Clay HS
	JANUARY 2021	21	End of 4 th 9 Weeks (45 days)/2 nd semester (180 days)
1-4	Winter Break (Schools Closed)	24-27	Post Planning
4	Teacher PL Day	31	Memorial Day School Closed

~School Calendar~

A master calendar of events is shared via Outlook and posted in the Front Office. Be sure to inform Ms. Fillingame of events you want to go on the calendar. Also, be sure to remember our practice of notifying custodians, cafeteria, transportation (if needed) and any staff member that will be impacted by any special event, field trip, etc. early enough to make appropriate plans. In the event of a conflict, the event posted first has priority.

~School Day~

The following schedule will be observed for Randolph County Middle School during the 2020-2021 school year.

Support Staff: 7:30a.m. to 3:45 p.m.

Teachers: 7:30 a.m. to 4:00 p.m.

Students: 7:55 a.m. to 3:30 p.m. (students are tardy at 8:00 a.m.)

RANDOLPH CLAY MIDDLE SCHOOL will use "School Check-In" for electronic/digital sign-in for all staff. The "School Check-In" computer and monitor is located in the middle school front office. As a professional, you are expected to be on time each and every day prepared for work and at your assigned duty station. It is understandable that emergency situations do occur however, on those rare occasions, it is imperative that an administrator be personally contacted immediately so coverage for your classroom and duties can be arranged ASAP. Tardiness is unacceptable as this puts an undue burden on fellow teachers and staff members and negatively impacts student achievement.

All staff members are expected to be on the campus during working hours. Faculty and staff should not leave campus to go to the bank, to pick up food at a restaurant, or to do other personal errands that can be done during non-work hours. Teachers who are required to go to the district office during the workday will need to notify an administrator and then sign in/out in the front office. *If permission is given for you to leave campus, you must complete a campus leave form. If your leave is for more than one hour, your check will be docked.*

Promptness and attendance are critical correlates in promoting and yielding positive student behavior and academic achievement. As a Randolph County employee, it is the expectation that you are present and on time every day. Please make every effort to schedule medical and personal appointments during non-work hours.

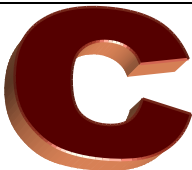
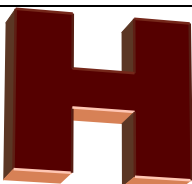
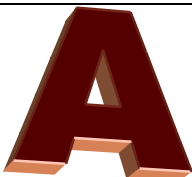
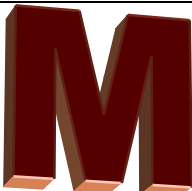

~Morning Arrival Procedures~

Students will begin arriving to school as early as 7:30 a.m. All staff will be on duty to receive and supervise students during the "grab and go" breakfast period (7:30 a.m. -7:45 a.m.). Students will eat breakfast in their homeroom class. At 7:45 a.m., we will begin cleaning up and preparation for the school day. While assigned personnel will be in the hallways to monitor student traffic flow, **all teachers are to be at their respective doorways to greet students and assist with supervision.**

Randolph Clay Middle School Lunch Schedule 2020-2021

- 8th grade – 11:00 – 11:40am
- 7th grade – 11:15 – 11:55am
- 6th grade – 11:30 – 12:10am

Be a CHAMP in the Cafeteria

	Communicate quietly with your neighbor at your table using a level 2 or 3 voice.
	Hands-up! Raise your hand if you need help.
	Appetite first, talk quietly when finished.
	Make sure to get everything you need in line. You will not be able to leave your seat.
	Prepare to dismiss on time by making sure your area is clean.

~Parent-Teacher Conferences~

Initial Parent Contact

Teachers are required to telephone all parents during the first two weeks of school. Please introduce yourself, give a positive update about their child up to this point and provide parents with a time and telephone number that you can be reached. Also, please discuss with parents the importance of their input and involvement. Please use discretion in giving out your home/cell phone number and/or personal email address. Please record this conversation on the parent contact log. This log will be collected by Ms. Fillingame at the end of each month, beginning with August.

Conferences

Teachers are required to have at least one conference with the parent of each child during each nine-week grading period of the school year. **A documentation log should be maintained to keep track of all parent conferences.** After each conference is held, the date, time, and subject of the conference must be entered into a conference log. Conferences may be scheduled before or after this at a mutually convenient time during the week. Teachers are asked to maintain a log of all conferences held and/or attempted during the year either by telephone or personal contact. This information will be collected by Ms. Fillingame at the end of every nine weeks.

~Required Meetings~

Collaborative Planning/Faculty Meetings/Professional Learning

Logistics

Fridays are reserved for faculty meetings, Leadership Team meetings, PBIS meetings, RTI meetings, and professional learning. These meetings will occur between 9:00am to 12:00pm, when possible, and will provide an opportunity to disseminate necessary information as well as address school wide issues of concern or interest. Please note, these meetings may also be held during the school day.

Norms of Conduct

Please maintain professionalism and adherence to norms of conduct during faculty meetings. Thus, please bring your handbooks to all meetings. Faculty meeting agendas should be organized and placed in a section within the notebook. Additionally, refrain from bringing papers to grade or engaging in unnecessary conversation during the meetings and arrive on time. Please do not schedule activities, appointments, or classes that conflict with these meeting dates. Always allow at least one hour or more for meetings. Emergency faculty meetings may be called as needed. All staff should plan to attend unless notified otherwise. Workdays, faculty meetings and conference days are part of the work hours required of all faculty and staff; therefore, *it is recommended that faculty and staff members not bring children/students to work during this time.*

Submitting Agenda Items

Faculty meeting agenda items should be submitted to the principal by the end of the day (Tuesday) prior to the meeting.

Leadership Team Meetings

At Randolph-Clay Middle, teachers are leaders. Everyone has a role and is expected to participate accordingly. With that said, it is everyone's responsibility to ensure a positive, productive, and high performing school culture and climate. Schoolwide, as well as specific issues and concerns can always be addressed with Mrs. Knighton.

Instructional, organizational, programmatic and procedural issues will be shared in a collaborative setting to make effective decisions regarding our school.

Collaborative Planning Meetings

Mondays are reserved for Collaborative Planning with the Exceptional Education co-teacher. This will occur during your 'planning period.' The 2nd Tuesday of each month is reserved for Collaborative Planning meetings. Collaborative Planning meetings will be held during 'planning period' and in the afternoon from 3:45-4:45pm.

Established norms of conduct and consensus-based decision making will assist teams to function as a cohesive, professional learning community. **It is the expectation that team members work *interdependently* toward attaining RCMS targeted instructional goals.**

The rationale of collaborative team planning is for educators to engage in reflective, instructional conversation that fosters shared planning and discussion, development of standards-based lessons driven by student's instructional strengths and weaknesses, creation of common assessments, determination of monthly/weekly curricular focus areas, analysis of student performance data (both formative and summative) and an **urgency to problem-solve/intervene when any student on the is not learning and/or being challenged**. Please reference the Collaborative Planning Framework to Guide Dialogue and Discussion located in Appendix.

Team Leaders are to maintain a notebook that contains artifacts such as collaborative planning agendas, meeting minutes, common assessments, collaborative planning log sheets (minutes), handouts, etc. **The Collaborative Planning Agenda and Recorded Minutes should be emailed to Mrs. Knighton and Ms. Hall weekly.**

Collaborative Team Planning Schedule

Monday	Tuesday	Wednesday	Thursday	Friday
SPED Collaboration (weekly)	Math/Science Collaboration (2 nd Tuesday)	Individual Planning (weekly)	Informal CIT (weekly)	CIT (1 st Friday)
	ELA/SocSt Collaboration (2 nd Tuesday)		Informal Planning (weekly)	Leadership (2 nd & 3 rd Friday)
				Faculty Meeting (1 st Friday)

Collaborative Planning Session Roles (these will rotate so every team member serves as facilitator)

Facilitator (2 team members)

- Facilitate/lead weekly session
 - Literacy
 - Math
- Prepare agenda
- Takes consensus

- Email minutes to administrative team
-
-
-

Recorder

- Take minutes using Log Sheet
 - Literacy
 - Math

Timekeeper (1 team member)

- Enforces Group Norms
- Monitors time
- Makes sure meeting flows

~Evaluations~

Every certified staff member will be evaluated by Mrs. Knighton who will utilize the appropriate evaluation instrument (TKES for teachers and LKES for administrators). Each teacher will login using their Powerschool username and password. The SLDS platform is located on your Powerschool dashboard. Each teacher will have a pre-conference to set goals for the year as part of the process.

Each classified staff member will be evaluated by use of the Randolph-Clay Middle School Evaluation Instrument.

~Instructional Programming Cycle~

SEE



Assessments

- Disaggregate and analyze results
- Determine areas of strengths and weaknesses

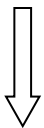
PLAN



Lessons

- According to GSE
- Develop and refocus according to assessment results

DO



Instruct

- Standards-based instruction
- Frequent assessments (progress monitoring)
- Remediate non-mastered targets
- Enrich mastered targets

CHECK



Monitor Results

- Focus on continuous improvement and mastery

~Professional Growth Plans~

Each teacher will be required to do a RANDOLPH CLAY MIDDLE SCHOOL Teacher Growth plan in the TKES platform. The purpose of the professional growth plan is for teachers to reflect and show evidence of their teaching. Artifacts can be uploaded unto the platform. Your progress towards completing your professional growth plans will be discussed throughout the school year.

Chapter Three:

Curriculum and Instruction

~RANDOLPH CLAY MIDDLE SCHOOL Mission Statement~

The Randolph-Clay Middle School will consistently provide a high quality education in a safe and orderly environment that fosters intellectual, social, and emotional growth.

~College and Career Ready Performance Index

What is the College and Career Ready Performance Index?

The College and Career Ready Performance Index or CCRPI is a comprehensive school improvement, accountability, and communication platform for all educational stakeholders that will promote college and career readiness for all Georgia public school students.

The CCRPI includes four main components: Content Mastery, Progress, Closing Gap, and Readiness. These components, encompassing multiple indicators, are combined for a total CCRPI score on a scale of 0 to 100. The CCRPI also reports other information, such as the performance of student subgroups, school climate, and financial efficiency status. Our current CCRPI index is 56.8.



School Improvement Goals

Academic Achievement

In grades 6-8, the percentage of students scoring in the achievement level of developing or higher on the Georgia Milestones assessment in English/Language Arts will increase by 5% on the 2021 results. Focusing on reading comprehension, vocabulary development, fluency, and writing

In grades 6-8, the percentage of students scoring in the achievement level of developing or higher on the Georgia Milestones assessment in Mathematics will increase by 5% on the 2021 results. Focusing on math computational fluency, problem solving, reasoning, and geometry

In grade 8, the percentage of students scoring in the achievement level of developing or higher on the Georgia Milestones assessment in Social Studies will increase by 5% on the 2021 results.

In grade 8, the percentage of students scoring in the achievement level of developing or higher on the Georgia Milestones assessment in Social Science will increase by 5% on the 2021 results.

School Climate

Increase the College and Career Ready Performance Index school climate rating by decreasing the number of discipline referrals by 5% at the end of the 2019-2020 school year as measured by PowerSchool.

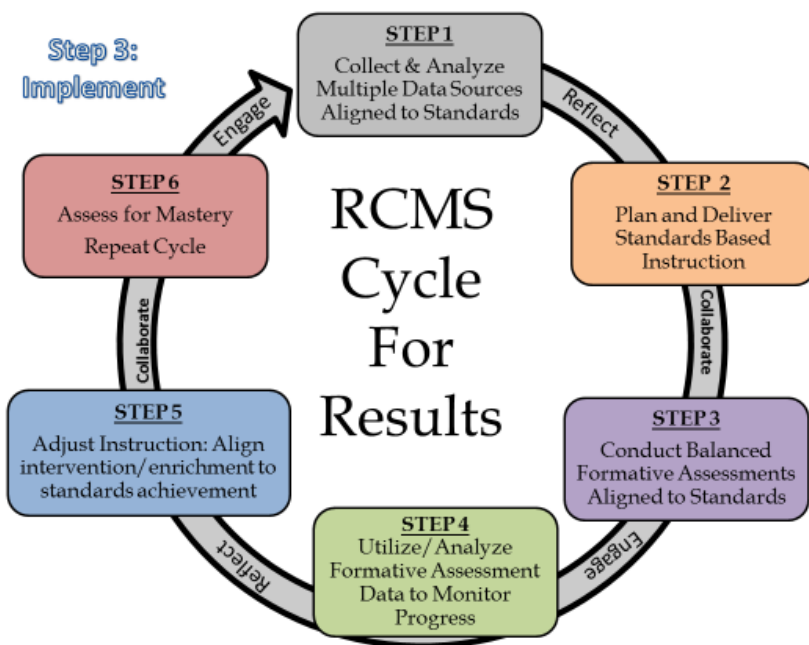
Parent Engagement

Design, develop, and adopt model for increasing parent engagement for students at-risk of not meeting the requirements for promotion to the next grade.

~Curriculum ~

Georgia Standards of Excellence

Randolph-Clay Middle School uses the Georgia Standards of Excellence as the curriculum for all subjects. Teachers are strongly encouraged to visit www.GeorgiaStandards.org for resources and support with developing lessons that are aligned to the standards. Additionally, resources to assist with implementation of the standards and pacing are provided. Resources include Educational Epiphany units, StemScopes, , I-Ready, MAP tests, USA Test Prep, Read 180, Coach Workbooks, Gallopade, etc.



Randolph Clay Middle School Instructional Framework at a Glance	
Targeted Standard/Element(s)	<ul style="list-style-type: none"> 1-2 Standard and Element(s) that will be explicitly taught during the lesson Share/discuss standard and element(s) with students Point out key knowledge and skills and explain to students what the standard/element expects them to know, do and understand
Essential Question(s) (E)	<ul style="list-style-type: none"> What do you want students to be able to know, do and understand at the end of the lesson? Turn Targeted Standard/Element(s) into an open-ended question(s) that ignite students' thinking Effective EQ's are thought-provoking and provide rigor to lessons! Use higher-order thinking verbs when composing.
Opening (A) 15 minutes of Instructional Time	Mini-lesson <ul style="list-style-type: none"> Warm-up/Sponge Activities Concept-Based Lesson Vocabulary Integration
Work Period (T) 60 minutes of Instructional Time	Independent Practice <ul style="list-style-type: none"> Practice concept/skill presented during the mini-lesson Performance Task Teacher Feedback Journaling Student to Student Conferences focused on the lesson and their work Guided Practice <ul style="list-style-type: none"> Small Group Instruction based upon student strengths/weaknesses in math <ul style="list-style-type: none"> 15-20 minutes Modeling Varied Examples Math Centers <ul style="list-style-type: none"> Each strand is represented with a math center with changing activities Application <ul style="list-style-type: none"> Real World/Community-Based Experiences
Closing (S) 15 minutes of Instructional Time	Group Share/Math Talk <ul style="list-style-type: none"> Refer back to the mini-lesson and think further Students share their thoughts regarding mathematical concepts learned Assessment <ul style="list-style-type: none"> Regular use of formative assessments Evaluation Meet together to think about and respond to reflective questions such as: <i>Where are you in the process of learning and applying math concepts and processes? What will help you move to the next stage? How did you grow as a mathematical thinker today?</i>

~Lesson Planning~

Rigorous standards-based instruction is the direct result of quality planning and preparation. Teachers are required to have written lesson plans every day. Lesson plans should be in an obvious place (teacher's desk) and available to building or system administrators upon entering the classroom.

Essential Standards-Based Components

Lesson Plans MUST contain the following:

- ✓ Targeted Standard / Element(s)
- ✓ Essential Question(s)
- ✓ Opening (Activating Strategy)
- ✓ Work Period (Teaching)
- ✓ Closing (Summarizing Activity)
- ✓ Materials / Resources
- ✓ Time Frames

Format

See the attached RCMS Lesson Plan Template.

Submittal

Lesson Plans are to be electronically submitted via Shared Google Drive or email **by each teacher** no later than 11:59pm on Sunday night. Submittal will begin on August 24, 2020. In the event that Lesson Plans are not consistently turned in on time, teachers may be required to turn in Lesson Plans at the end of the day on Thursday afternoons. Administrators will check lesson plans on a weekly basis.

~Field Trips~

Field Trips are highly recommended as means of enhancing curriculum and instruction. All field trips are to be based upon and correlated to standards being taught in the classroom. When requesting a field trip, attach the follow-up task and outline of the plan with request. Each grade level should conduct one field trip in the first semester. Procedures for planning and conducting field trips are included in the Policies and Procedures section of this handbook.

Field trips should be planned to add value to your classroom, not to fill time in the schedule. Avoid scheduling trips when you are not present in the classroom. Discussions and writing activities should always be before, during and after a field trip. This will ensure that students take these events seriously and do not see them as unrelated to the work they have been doing in the classroom.

Please remember that a grade level cannot take more than four field trips per academic year.

~Speakers~

Teachers are encouraged to look for opportunities to connect academic, college & career ready content with the surrounding community. Qualified guest speakers are highly recommended and should be scheduled so that the content of their presentation coincides with curriculum being studied. Contact an administrator if you need assistance in locating appropriate qualified guests.

Speakers should be planned to add value to your classroom, not to fill time in the schedule. Avoid scheduling speakers when you are not present in the classroom. Discussions and writing activities should always be before, during and after a guest speaker. Additionally, sending a thank-you note (either by the teacher and/or students, preferably) is an excellent way to express gratitude for the speaker's time and sharing their knowledge and expertise.

~Substitute Teacher Information~

Each teacher is required to provide their substitute teacher with a copy of their lesson plans, up-to-date attendance rosters, daily schedule, emergency information, and textbook or other materials for teaching the lesson(s).

Teachers are provided a substitute folder and information packet that should be completed and submitted to the front office to Ms. Fillingame. Ms. Fillingame will distribute to your substitute upon their morning arrival and collect at the end of the day when the substitute signs out. Please make sure that whenever you are absent, this information is updated. This provision will ensure that substitute teachers can immediately enter the building and become familiar with what needs to be done to acclimate themselves with your schedule, begin teaching to maximize instructional time and decrease behavioral problems in your absence.

Substitute folders are due by _____.

~Volunteer Opportunities~

~~RANDOLPH CLAY MIDDLE SCHOOL welcomes parent and community volunteers. To assist teachers in planning for volunteer services, the following list of opportunities is provided. Teachers are encouraged to make volunteer opportunities available in every class.~~

~~All volunteers must check in through the front office and must be assigned by the Principal's secretary. If a teacher has a need for a volunteer in the classroom, please see the Principal.~~

Opportunities for Volunteer Services

Language Arts/Reading

- ~~Listen to student(s) read aloud~~
- ~~Go over vocabulary with individual student or small group~~
- ~~Administer oral quiz or test to an individual student~~
- ~~Assist student (s) with writing (reviewing writing process, editing a paper with a student)~~
- ~~Assist in classroom during regular instruction (answer student questions as they work)~~

Mathematics

- Re-teach skills to student(s) who have not mastered a concept
- Assist teacher in conducting math lab activities
- Administer oral quiz or test to an individual student
- Share ideas for “real world” math applications

Social Studies

- Listen to student(s) read aloud
- Re-teach concepts to students who failed a test
- Administer oral tests and re-tests
- Provide Guest Lectures on history/culture/geography of various regions of the world
- Share artifacts/materials from foreign countries

Science

- Listen to student(s) read aloud
- Provide Guest Lectures Science topics
- Assist the teacher in conducting outdoor activities
- Assist teacher in conducting lab activities
- Provide classroom lab demonstrations

Other

- Share “real world” applications in classes
- Share musical talents with chorus
- Assist in the media center
- Assist in front office with filing, organization, answering phones
- Provide assistance with grant writing

Volunteer opportunities have been suspended due to observing recommended safety precautions for COVID-19. Staff will be notified when we resume volunteer opportunities.

Chapter Four: Policies and Procedures

~ School Instructional Schedule~

- 7:50** Breakfast is over, students are in homeroom completing morning work, inventories, etc.
- 7:50 – 8:00 am** Homeroom starts, Attendance and AM announcements. Use this time to pass out forms, review procedures, get afternoon bus numbers, etc. for your homeroom. Discuss morning arrival procedures, schedules and class locations, traffic flow, etc.

Procedures to address:

- Classroom Norms
- Practice Procedures
- Textbooks/Chromebooks/Lab
- Homework policies
- Making up missed work
- Absences—notes required on return
- Tardies
- Lining up for lunch
- Lunchroom etiquette
- Restroom etiquette
- Hall passes
- PBIS/Discipline plan
- Sponge and daily routines
- Transition times
- Anything else you or your team/grade level considers essential

- 9:00** Make sure that you know how each student will get home from school (i.e. get bus number). **Submit transportation list to Ms. Fillingame by 9 am.**
- 11:00** **Lunch** Please adhere to your allotted time for lunch. Team times can be adjusted as you need to do so.
- 2:00** Check transportation again. Make sure that all students are secured for dismissal.
- 3:25** PM announcements
- 3:30** Dismissal from the intercom

~Afternoon Dismissal/Bus Riders~

Teachers are responsible for walking students to the buses at dismissal time. It is required that each teacher utilize transportation rosters each day to ensure correct transportation. **A complete transportation roster should be turned in to Ms. Fillingame by 9 am on the first day of school.**

Specific traffic patterns and procedures are outlined to the staff at the beginning of each year. Students who want to ride home on a bus other than their regularly assigned bus must have a note from their parents. This note should be signed by the classroom teacher and given to Ms. Fillingame by 9 am to verify the note. A bus pass will be issued to the student by the end of the school day. **If a child does not have a note, the child will ride home on his regularly assigned bus unless approved by an administrator. If there is a question, always err on the side of caution and safety. Seek an administrator for assistance.**

~Afterschool~

~~Teachers who keep students after school for any reason must actively supervise those students until they are picked up and leave the school. If a student is to be kept after school for any reason, you must first notify the parents. This should be a meaningful experience for the student; therefore, you should have an appropriate and relevant activity planned.~~

Afterschool has been suspended due to observing recommended safety precautions for COVID-19. Staff will be notified when we resume afterschool opportunities.

~Assemblies~

Paraprofessionals and teacher assistants are to be on duty in all assemblies to assist with supervision. Teachers and assistants on duty are requested not to sit together and talk. We must be good role models for our students. We are asking that you sit among your students for better supervision. This is not a time to grade papers, etc. You must supervise students. Talk to students about behavior while in the assembly and during the time they are in the hallways to and from classes always.

Assemblies have been suspended due to observing recommended safety precautions for COVID-19. Staff will be notified when we resume assemblies.

~Attendance: Students~

Attendance has a direct relationship to grades and performance. An electronic calling system will call the homes of all absentees each day to confirm reported absences.

Recording Daily Attendance

Teachers are required to keep up-to-date and accurate daily attendance records. Teacher attendance records may be requested for documentation when a student has been referred to administration due to excessive absences. The teacher is responsible for entering attendance into PowerSchool for each class period. This includes tardies, whenever possible. The teacher must also update excuses by the end of the corresponding week. **THIS A CRITICAL RESPONSIBILITY.** Attendance reports are generated daily. Teachers who fail to adhere to this process receive informal or formal reminders of their duty to

maintain accurate student records, which includes attendance. If you are experiencing any problems with PowerSchool in the classroom please notify Mr. Collier and/or Ms. Fillingame. Attendance should then be taken on paper and submitted to the office.

Student Absences

When students are absent, the following procedures should be followed:

1. Require a written excuse from the parent when the child returns.
2. Turn in written excuses to front office. Submit to Ms. Fillingame.
3. Enter all absences and excuses promptly in the computer.
4. Call the student's parents if the child is absent more than 2 days and document the conversation.
5. Make counselor aware of irregular attendance.
6. When a student has been absent from class 3 times, he/she is to be referred to the counselor and AST.
7. Counselor will then contact the parent via letter and phone call, and document the conversation
8. Counselor will send a formal letter to parents when there have been 4 unexcused absences and refer the student to the Attendance Support Team (AST).
9. Counselor will send a formal letter to the parents when there have been 5 days of absence.
10. An attendance contract will be developed by the AST when a student has 6 unexcused absences.

Student Tardiness

Tardiness is a problem that the entire faculty must address. Consider habitual tardiness including tardiness to homeroom as a discipline problem, and assign consequences per your team plan. Students who arrive after 8:00 a.m. MUST SIGN IN THE OFFICE and receive a tardy pass or they will be counted absent. Do not admit a late student who does not have a tardy pass from the office.

~Attendance: Teachers~

Significance of Teacher Attendance

Research reveals that teacher attendance impacts academic achievement in students. Teacher attendance is critical to student success. This is a variable of student achievement that is completely controlled by you. ***No one can do the job as well as you.*** We must continue to focus on this vital and controllable link to student achievement with a sense of urgency.

At the beginning of the yearly evaluation cycle, your primary evaluator may schedule a Pre-Evaluation conference, part of which will be devoted to reviewing your attendance records for last year. You may be invited to collaboratively set goals for this year's attendance with your primary evaluator.

Work Day

Official work hours are 7:30 am- 4:00 pm. All teachers should be on post by 7:30 a. m. Students will be released from the busses at 7:30. Please schedule routine medical appointments, etc. after school or on non-workdays.

Reporting an Absence

Substitutes

No one can do the job as well as you. However, we understand that there are times when you must be absent due to professional meetings or illness. For all personal, sick, and professional leave absences, teachers should contact Ms. Cooper-Graddy to secure a substitute. Ms. Cooper-Graddy will contact Mrs. Knighton.

Calling Procedures

Call:

1. Mrs. Cooper-Graddy no later than 6:00 am (call as soon as you know you will not be able to report to work)
2. Call Mrs. Knighton

~NO SUB CAN BE SECURED AFTER 6:00 AM~

Advance-Notice Absence (Personal/Professional Learning Leave) Procedures

1. Complete Personal/Professional Leave Form located in the front office.
2. Submit the completed form to Ms. Fillingame at least **5 days before** date of requested absence.
3. Ms. Fillingame will get approval/denial from Mrs. Knighton. You will receive an email from Ms. Fillingame to confirm or deny your request.
4. If approved, the administration will proceed with arranging a substitute.
5. Inform Assistant Principal and other team members.

Please note: No leave will be granted the day before or the day after a school vacation or holiday.

Last Minute Absence (Sick Leave) Procedures

Call:

1. Mrs. Cooper-Graddy no later than 6am to make her aware of your illness
2. Inform Assistant Principal and Team Leader

Extreme Emergency Absence Procedure

In the event of an extreme emergency, contact an Administrator immediately. **CONTACT SHOULD BE MADE PERSON-TO-PERSON, NOT BY VOICEMAIL OR E-MAIL. IF YOU ARE NOT ABLE TO CONTACT YOUR ASSISTANT PRINCIPAL, TRY THE PRINCIPAL.**

Attendance Accounting

Teacher attendance records are maintained by computer files.

Tardiness

It is understood that life happens and sometimes tardiness cannot be prevented. However, personal leave time will be deducted for repetitive and extreme cases of tardiness. As a professional courtesy and safety precaution, please **contact an administrator if you are going to be late.** This is so students will not be left unattended in addition we know that you are safe.

Minutes Tardy	Personal Leave Time Lost
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0-10	15 minutes
11-20	30 minutes
Over 20 minutes	1 hour

Personal Leave/Bereavement

Three days of the sick leave provided for teachers can be used for personal leave when personal business comes up which cannot be attended to on weekends or after school hours. An additional two days can be used for religious reasons or for bereavement. However, except in emergencies, personal leave must be applied for and approved by the principal in advance. Again, no leave will be granted the day before or the day after a school vacation or holiday. When you must be absent, make sure your substitute folder includes up-to-date lesson plans, instructions, class rolls, etc.

Note: If the appropriate procedures are not followed, enforcement of other disciplinary actions will occur.

Professional Learning Conferences

The emphasis on reducing lost contact time with students continues. We are faced with the dilemma of wanting teachers to attend conferences to improve teaching yet diminish the loss of contact time between students and teachers. Teachers should plan to take advantage of summer staff development activities for professional development where stipends are paid. To request leave to attend a conference, refer to the section, "Reporting an Absence."

Leaving School/Signing Out

It is expected that your planning time will be used for planning and preparation for teaching. However, we understand an extreme emergency may call for you to leave school during the school day. If an emergency arises, **permission must be obtained from the principal or assistant principal.** School business, parent conferences at your child's school, or emergency medical appointments are examples of acceptable reasons to leave school during planning time. **Except in extreme situations, personal business or other appointments and activities should be planned after school or on non-working days to avoid the need to leave school.**

Following administrative approval, you will need to sign out in the sign out book kept by the school secretary and sign back in upon your return. System policy allows you to take leave in increments of one hour. This time must be accounted through sick or personal leave and is also dependent upon your being able to find coverage for your classes. Time away from school must be accounted for through sick leave or personal leave, and **these hours count in our overall attendance rates.**

~Bookkeeping Information~

Daily Deposits

- Money collected each day for items such as snacks, concession, field trips, and other fundraisers must be turned in DAILY to the Bookkeeper.
- Teachers MAY NOT keep any money in the classroom, it must be turned in daily.
- Money should be given directly to the Bookkeeper. It should not pass thru the front office. If the Bookkeeper is not in her office, turn the money in to an administrator (be sure to get a receipt).
- A DAILY DEPOSIT FORM MUST accompany all money that is turned in to the Bookkeeper. It must be completed correctly, or it will be returned to the teacher for correction. Money must be in the provided money collection envelopes.

Check Requests

- Check requests require a 3 to 5 day turn around time. This includes check requests for reimbursements as well as fieldtrips.

Supply Requests

- Teachers will place supply orders twice per school year.
- Returning teachers may pick up their start up orders in middle school front office.
- New Teachers will be given an opportunity to place a start up order
- You must complete a SUPPLY REQUEST FORM
- Turn in the supply request to Ms. Fillingame. Ms. Fillingame will gain approval from Mrs. Knighton and supplies will be ordered. When they are received, the teacher will be notified.

Fieldtrips

- Fieldtrip request forms must be completed 10 school days before the date of the requested trip.
- Completed fieldtrip request should be given to Ms. Fillingame
- Ms. Fillingame will obtain approval from Dr. Willaford
- Ms. Fillingame will then schedule with the Transportation Department for the buses
- Teachers are to obtain permission from parents
- Teachers must submit fieldtrip fees daily when they are collected.
- An invoice from the fieldtrip Vendor is to be submitted to Ms. Gresham 5 days prior to the fieldtrip date.

Attendance

- Teachers are to "sign-in" in the front office EACH MORNING. When you leave early, or leave and come back, you must then sign out.
- ALL personal leave must be pre-approved by Principal & requested 5 days prior to the date that you are requesting to be out.
- Sick leave requires a doctor note per Principal's discretion
- Teachers are responsible for requesting and ensuring that a substitute is obtained prior to the absence.
- Teachers must notify Administration of absence ASAP. **Contact must be made person-to-person, not by voicemail or email.** If you are not able to contact your assistant principal, try the principal.

~Cell Phones~

These should be used at a minimum and not for personal reasons during instructional time in the classroom or faculty meetings. They should be kept in an unobtrusive place and out of the reach of students.

~Child Abuse~

IF A CHILD HAS ALLEGED ABUSE OR IF YOU HAVE A CONCERN OF POSSIBLE ABUSE, YOU MUST REPORT THIS TO THE COUNSELOR and/or PRINCIPAL IMMEDIATELY. DO NOT TALK TO OTHERS ABOUT THIS. IT IS STATE LAW!!!!

Georgia law requires that all cases of suspected child abuse be reported to the appropriate authority. All cases of suspected child abuse must be reported to the principal or his/her designee. If you have reason to believe that a child has been abused, please refer it immediately to the counseling department. The counselors is then obligated to report suspected child abuse to the principal.

~Clubs and Activities~

All events must be placed on our school calendar. Sponsors have full responsibility for providing necessary arrangements for each activity. ***As sponsors, you will need to remain until your students leave.*** This includes students staying for dances, practices, rehearsals, or any other event your group sponsors.

Fund Raising

OUR STUDENTS ARE NOT TO BE INVOLVED IN ANY FUND-RAISING ACTIVITIES WHICH INVOLVE DOOR-TO-DOOR SALES. This is also a accreditation standard. All fund-raising activities must be approved by the Board prior to the start of the school year.

~Communication Chain of Command~

To resolve individual parent concerns as quickly as possible, the following communication process should be followed:

- ⇒ Teacher
- ⇒ Assistant principal
- ⇒ Principal
- ⇒ Assistant Superintendent
- ⇒ Superintendent
- ⇒ Board of Education.

~Confidentiality~

If a confidential matter arises concerning a student, the teacher should bring the matter to the attention of an administrator or counselor. They will then make the decision as to which process should be followed. The teacher should handle the confidential situation as opposed to designating someone else to share this information with an administrator. As a protection of the student's rights under due process, confidentiality must be adhered to in regard to not sharing the confidential information with anyone other than those persons identified by the administrator.

~Correspondence~

All correspondences and news items pertaining Randolph Clay Middle School **must be approved by the administration before being released.**

~Counselor~

The counseling program at Randolph Clay Middle School provides services to students, faculty, staff and parents. Classroom guidance, groups, and individual sessions are scheduled as needed throughout the year. The counselor will provide guidance and support to our students, as well as consult with teachers concerning student-related problems. Teachers may request the counselor to participate in parent conferences for support. The counselor and grade level coordinators are also active members of the SST committee. The student, teacher, staff or parent may make referrals to the counselor. Any concern that would affect the life of a child may be referred to the school counselor. The counselor works closely with other community partners to provide additional services and supports to our students and their families.

~Discipline~

Classroom Management

Teachers must assume responsibility for appropriate classroom decorum. Procedures and routines help you to establish the desired classroom atmosphere. **The purpose of rules is to make a positive change in student behavior. It is not to exact punishment or to extract a "pound of flesh" from students for breaking a rule.** This is the "Do Battle" mindset that will not be productive. Remember, as a teacher you are expected to care for all of your assigned students and see that they learn from you. This cannot be accomplished if your students have no respect and do not respond to you. If you must pass off to someone else your basic management problems by writing referrals, then you have lost your effectiveness in the classroom.

Maintaining an environment that is conducive to classroom learning includes insuring appropriate classroom behavior and is first the responsibility of the classroom teacher. **HAVING CLEARLY DEFINED AND UNDERSTOOD CLASSROOM PROCEDURES WILL ELIMINATE MOST POTENTIAL DISCIPLINE SITUATIONS.**

Make sure that students understand completely that no student may interfere with the right to an education enjoyed by other students. Set expectations regarding appropriate behavior at the start, and

then consistently enforce those expectations. If students cause you and other students to lose instructional time, deal with them fairly, firmly, consistently, and calmly.

The Parent: Your Ally in Education

CALL PARENTS FOR HELP AS TEACHING APPROPRIATE BEHAVIOR IS A PARENTAL RESPONSIBILITY. It is not a sign of weakness to call parents and ask them for help. Most appreciate the opportunity to work with you.

One cannot say enough about the importance of parental contact. Most of our parents have strict expectations for their children's behavior. Interventive and pre-emptive calls enable you to have an ally in the modification of inappropriate behavior. Calling later after a problem has arisen can sometimes create an adversarial situation, especially if parents have asked for your phone call. Also, use the Agenda to communicate with parents where appropriate. Timely and frequent contact will keep everyone posted, and will provide you with documentation of the problem if you need it.

Take the approach of a small businessperson. You are in a service profession; therefore, customer service is part of the job. Current business philosophy is to "astound them with quality service." Your efforts in this area will enhance our already excellent parental support, enlist the aid of new allies, and in the long run provide students with more success and you with a better working environment.

RCMS Behavior Management Plan

When dealing with discipline infractions, refer to the RANDOLPH CLAY MIDDLE SCHOOL Behavior Management Plan. Use the Administrative team as resources in developing plans for individual students. Their consultative role is a great resource for you. **You should expect the administrator handling your situation to ask you questions about your past parent interactions.** This will help them to know more about the situation and enable them to better support you. You will be supported by the administration in matters of insuring good discipline at RANDOLPH CLAY MIDDLE SCHOOL, but make sure that you have followed procedure and handled all discipline problems in a diligent, consistent, and professional manner.

There are a few "givens" when it comes to school-wide discipline.

- Teachers must provide an orderly classroom environment for learning to take place.
- Teachers must manage the discipline of their students for students to respect the teacher.
- Students must be taught what is expected of them. **We cannot assume that they will behave as we expect unless we teach them.**
- Classroom management is more than discipline: it is procedures and routines. The absence of these usually escalates into discipline problems.
- Every child at RANDOLPH CLAY MIDDLE SCHOOL is your student and our responsibility as a school is to teach and supervise.
- *Once referred to the office, the teacher has surrendered the ultimate disposition of the problem.* The Administration may handle the problem by asking the teacher to reassign a consequence or giving the teacher alternate suggested strategies.

Corporal Punishment

Although Corporal Punishment is supported by the district, teachers should never paddle or strike a student in any way. Corporal punishment should only be administered by administration.

~Duty/Supervision~

Supervision is a critical responsibility for all of us. Supervision protects our students and protects you from liability. Supervision is not optional; it is part of the job. Be sure to know and meet your supervision responsibilities.

Transitional Times

All teachers and Para pros will have to manage and supervise transitions throughout the building, including: movement in the hallway for travels to electives, Media Center, etc., tutoring sessions, cafeteria, and restroom breaks, etc. **During all breaks, class changes, movement to and from lunch, and electives, students must be under the direct supervision of their teachers.** Our School-wide plan includes supervision expectations for all staff. Supervision is critical to the orderly operation of any school. The visible presence of an adult is an excellent deterrent to misbehavior. These duties are critical and performing duties protects you, the school, and the school system from potential legal problems. The first thing parents ask if there is a problem is “Where was the teacher?” **If there is no teacher present, then you and all of us are in an indefensible legal position.** Be certain to follow these expectations, as you could be held personally responsible for problems that occur in your absence.

Quiet Zone

There is to be no talking in the hallway. This demonstrates respect for classroom instruction and student learning and maintains a certain level of decorum. Students need to be aware of this. Teachers must model and supervise this expectation. Quiet zone signs will be placed throughout the building, specifically in hallways and cafeteria.

Supervision responsibilities and expectations for teachers and administrators:

Everyone is on duty at 7:30. We must be punctual and present. **Be on time for this duty.**

On Duty means the following:

- If students are assigned to you, they are **within your presence**.
- You are either on your assigned post (see * below) or in the doorway to your class so you can see your classroom and the hallway outside your classroom.
- Duty time is **just like class time**. This is **not** time to run errands, check your box, get coffee, make copies, schedule conferences, or take phone calls. **Duty time is your #1 priority**. On rare occasions, you may need to ask a colleague to watch your kids for you, but these times should be the exception and not the rule.

What do you do when on duty?

- **Supervise movement.** Watch students as they move past your assigned area or doorway. Encourage students to move on to their proper place. You are to clear the hall as quickly as is possible.
- **Monitor behavior** of the students who pass you into your classroom. For those in your classroom, establish procedures for an orderly time before announcements.

- **Consider every student as your student.** When we support each other, we get the results we expect.
- **Direct** persons in the building without a pass. Ask them if you can be of assistance. If they're doing legitimate business, they won't mind. Tell them that they can get a visitor's pass in the office.

All teachers will stand in their doorways at every transitional time. Use sponge time in class to take care of the things you've normally done during transition times. Parents expect supervision, and we've assured them that it is there. Remain at your position until 8:00.

For those who have an assigned post

Teacher assistants and others without homerooms have AM supervision duties at various locations. Each location has a specific expectation, but generally, these apply:

- Be at your post or in your area by 7:30.
- Be visible. Occasionally, a bus driver may need to see you about a student-- help them if they need you.
- Hall duty: make sure students move to their homeroom classes without wandering.
- AM duty is over at 8:00.

PM Dismissal Duty. Everyone has PM dismissal duty.

Your dismissal duty post may be on the bus lanes or in the building. **When on bus duty**, your job is to be visible and assist kids in getting to their bus. **Bus duty is over when the last bus exits the bus lane.**

Lunch Duty

Due to new procedures of Reopening Schools, we have assigned lunch duty for ALL staff. Please supervise your students as they come to and leave these areas. Keep an eye on them as they enter and exit. Also, please make certain that students are seated in their assigned seats and note if there are problems with messiness.

Special Activities Supervision

Supervision during special activities is always critical. Even though they may look like they can handle it, free time is difficult for many students and often leads to behavior problems. Free time activities are not appropriate. Outside activities during the day are fine if there is an instructional purpose and the students are properly supervised.

~Dress and Grooming Code: Students~

The Randolph County Schools provide for a relatively strict standard of dress and grooming on the part of students. Students are expected to be clean and well groomed and to avoid extremes in dress. Students may wear long pants or skirts or shorts that are decent and appropriate. Students are not allowed to wear halter tops, tank tops, T-shirts with suggestive, vulgar or obscene pictures or words, see-through blouses, etc. Clothing may not carry advertisements for alcohol or tobacco products, or messages that advocate the use of controlled substances. **Clothing may not carry threatening, provocative or disruptive messages or**

symbols. Students are also not allowed to wear jeans or other articles of clothing that have rips, cuts or tears in them, nor are they allowed to cause disruptions by doing such things as spray coloring their hair. **Bandannas** are not to be worn or displayed. **Hats** are not to be worn unless they are an appropriate part of a planned class activity. Any time that you have a student in class whom you feel is in violation of the dress code or dressed in such a way as to cause a disruption, please refer him/her to the office.

Dress for Success at RCMS

~Dress and Grooming Code: Teachers~

“Clothing may not make a person, but it can be a contributing factor in unmaking a person.” -- Harry Wong

Dress expectation for all teaching staff: professional dress always. No jeans, cargo pants, flipflop shoes, or weekend wear.

As professionals, certainly we are all expected to meet and even exceed the dress code established for students. **All teachers are to dress in a manner viewed by the community as professional.** We as role models must dress to fit the occasion. “Research reveals that the clothing worn by teachers affects the work, attitude, and discipline of students.” (Wong, H. The First Days of School. p. 55). Students see and form impressions of the role models they see. Teachers are competent, intellectual, and professional. It’s a teacher’s responsibility to assure this expectation is met. Teachers may use their judgment and discretion on special days when activities determine that it may be appropriate for more casual dress. **As a rule, jeans/sweats should not be worn.** On workdays when students are not present, casual dress is quite appropriate.

~Emergencies~

All accidents and other emergency situations must be reported to an administrator before calling 911. If a person is transported to the hospital someone must accompany them, either an administrator (or designee), counselor, or family service worker. An accident report must be filled out and turned in to the office **IMMEDIATELY**.

Emergency Procedures

You may experience an emergency in your classroom. If a child is injured and you need help, a child has a seizure, faints, and/or other situations arise, call the office immediately. No written explanation is necessary. The principal or others will respond. In the principal’s absence, the assistant principal or counselor will respond.

~Facilities~

Physical Appearance

The physical appearance of a facility makes a lasting impression when a new patron makes that initial visit to a school. Parents expect our school buildings to be attractive, well-maintained, clean facilities in which learning takes place. The public in general associates quality instruction with the physical appearance of the facility. To maintain this standard, it is expected that everyone will participate in keeping the facilities clean and will do their best to encourage students to cooperate with the staff in this endeavor

Conservation

One of the most significant increases in the school budget over the past several years has been for electricity and natural gas. Every dollar spent for energy cannot be spent for instruction. As educators, this should cause each of us concern. Although the schools' use of energy will continue to be monitored and controlled by computer, all staff members and students should actively participate in energy conservation procedures. This will include a close watch on those traditional wasters of energy- open windows and doors, and lights left on in unoccupied rooms.

Reserving Facilities

All areas of RANDOLPH CLAY MIDDLE SCHOOL are considered instructional areas. To prevent conflicts, any teacher or club should reserve the facility they need through the school secretary. Generally, unless unusual circumstances arise, facility use will be granted on a first-come, first-served basis. Also, check with high school personnel regarding use of shared areas.

Athletic Field/ Gym/Playgrounds

These areas are primarily the instructional areas for the PE department; therefore, they are reserved for instruction. Before scheduling the use of one of these areas, please consult with a member of this department. Team activities may be scheduled with prior notification.

~Fees~

State standard D 1.2 1b prohibits school from charging fees as a condition to take part in any instructional program. This does not preclude the collection of fees; however, students who are not able to pay must not be deprived of participation or products considered essential. No plan that requires a fee should ever be advertised unless approved by the principal. When corresponding to parents, this phrase must be included exactly: *"In order not to deny or penalize any student's (or child's) participation, there are very limited funds available for students who are unable to pay."*

~Fire and Tornado Drills~

Fire Drills

Fire drills will be held each month in accordance with state law and are conducted 10 times a year. Two fire drills are required by the State Fire Marshall within the first two weeks of school. At the sound of the fire alarm, students and staff members will evacuate the building in an orderly manner by the established exit routes. These routes are posted in each classroom, instructional, and work areas. Three rings of the bell will signal “all clear” and students may return to the building. Teachers must take their class roll book with them in order to account for each child.

Tornado Drills

Every school participates in the Statewide Tornado Drill in the spring. Specific procedures for tornado drills are outlined in the appendix.

~Grading Procedures~

Common Grading Dilemmas –No Zero Policy

What if they don't turn in their work? What is an excused absence?

RCMS is implementing the “No Zero Policy” for the semester. Essentially, this means that no grade below 50% should be issued as the semester average for

- Incomplete assignments due to absences or tardies
- Missing assignments due to lack of engagement or motivation
 - Follow standards-based instruction and use multiple and tiered assignments as opportunities for students to complete tasks and assignments

See Wong, page 252, and Chapter 22, *How to get your students to complete their work*.

At no time should a child's grade be lowered due to behavioral issues. This may be addressed in the social or study skills area. In turn, grades are never to be inflated or adjusted to misrepresent a child's true ability. Georgia Code of Ethics guidelines clearly prohibits such action. Any significant modifications must be made and approved by the SST team.

~~Homework~

Homework is an essential element in providing practice in skills taught that day. Students should have a regular expectation for homework to be assigned. Homework should be a realistic application of the day's lessons. It should not be assigned as a form of punishment, nor should it be excessive in length for the skill being practiced. Homework should include material that is considered to be drill, practice, or application of a previously taught skill. Homework is not an extension of learning but rather a reinforcement of previously learned concepts.

Planning Assignments

In planning homework assignments, the following should be considered:

- It is not necessary to assign all math problems in a practice section; assign odd #'s, even #'s, etc.
- It is not necessary for children to write the question and answer in many subjects when the answer alone is sufficient.
- Any homework assigned should be collected and corrected. Some homework assignments may be given a letter grade and/or numerical grade or checked for completion. Teachers may have a "homework grade" as part of the child's grade average in subject areas.
- Homework assignments must always have relevance to instruction and should not be used as punishment.
- Homework assignments should not be given on PTA nights. No tests should be given the day following PTA nights.
- Homework should take approximately 10 min x grade level to complete. (6=60 min., 7=70, 8=80 min...)

~Injury, First Aid and Medication~

When an accident occurs on a school campus, the principal or his/her designee must complete an accident report form. Reports must be made on the day of the accident and placed on file in the principal's office. Two (2) copies are to be forwarded to the Assistant Superintendent and one copy is to be sent to the parent or legal guardian of the injured student. In the event of a serious injury, teachers shall notify the principal's office immediately.

An accident report is also to be completed and filed in the event of an injury on campus to a visitor or a system employee. This report shall be made following the procedures enunciated above with the exception that the parent copy of the accident report should be made available to the injured party.

If an accident results in an on-the-job injury to an employee, the principal or supervisor must contact the Assistant Superintendent immediately. In the event the Assistant Superintendent is unavailable, the Superintendent's office should be contacted. If the employee needs medical treatment, the Assistant Superintendent or Superintendent will authorize the principal or supervisor to send the employee to a nearby physician specifically oriented to providing urgent treatment for work-related injuries.

The principal or supervisor must contact the Superintendent's Office before sending the employee to any health care provider, otherwise the health care provider will charge the employee if they have not received authorization from Human Resources that this is a workers' compensation claim. If the principal or supervisor believes the employee injury to be limb-threatening or life-threatening, he/she should call 911 for emergency transport, and then immediately contact the Superintendent's Office. Emergency transport should only be called if the employee injury is limb-threatening or life-threatening.

We are limited in terms of what we can do in case of injury or illness. Report any injury to the office immediately. Also, the adult who witnesses the injury or who is responsible for the supervision of the student at that time needs to fill out an accident report available from the secretary. All medication will be administered in the office, so students should bring any medicine to the office for storage and have their

parents fill out a permission slip for them to take it. Because of possible legal problems, no medication, including over the counter drugs, will be administered to students except what they bring from home. If a student is sick and needs medicine or is unable to attend class, we will ask his/her parents to come and pick him/her up.

Only designated personnel (school secretary or nurse) must administer all prescription medication taken by students on a regular basis. We must have a written permission to administer as well as the original prescription bottle with the child's name, the name of the medication, and the correct dispensing instructions on the bottle. All medication administered must be recorded on the appropriate form

~Lunch and Breakfast Procedures~

Breakfast

Breakfast will be served in the classroom (Grab and Go) from 7:30 am to 7:45 each morning.

Cokes, Snacks, Etc.

No food or drinks are allowed outside the Cafeteria areas, unless approved by an administrator. Eating or drinking (other than water) is restricted to this area to avoid pest control problems, maintenance problems, and other health-related problems. Team reward programs that include food or drink should be confined to the cafeteria area. The drink and snack machines located in the teacher workroom are for staff use only. Teachers should not allow students to buy anything from these machines, since they are not allowed to use them.

Lunch

It is imperative that all teachers follow the assigned times and order for lunch. No more than 40 minutes should be spent at lunch; this includes being served. Please be at your serving line at the designated time and leave exactly on time. Students will need explicit teaching on how to do this quickly and quietly.

Lunch Procedures

- All teachers should designate monitors to assure that your areas are clean before your classes leave.
- All classes are to be escorted to pick up lunch by their teacher. Escort students to the designated area. Do not let them get ahead of you in line.
- Make sure that students are in a line observing social distance, not a cluster, when they get to the door. Students are to line up quietly.
- Once a student has gone through the line, that's it—no returns permitted.

Cafeteria CHAMPS

In an effort to ensure that the cafeteria is a safe and clean environment where people interact with courtesy and respect, the Cafeteria CHAMPS initiative will be implemented schoolwide. Teachers are

expected to teach, model and allow students to practice this during the first couple of weeks of school. Classrooms will be held accountable for these procedures.

C	Communicate quietly with your neighbor at your table using a level 2 or 3 voice.
H	Hands-up! Raise your hand if you need help.
A	Appetite first, talk quietly when finished.
M	Make sure to get everything you need in line. You will not be able to leave your seat.
P	Prepare to dismiss on time by making sure your area is clean.

~Mailboxes/E-Mail~

Teachers should check all mailboxes (e-mail and traditional) carefully for messages each morning, midday, and prior to leaving in the afternoon. **DO NOT SEND STUDENTS TO THE WORKROOM TO PICK UP YOUR MAIL.** Teachers should check their e-mail several times daily to stay abreast of informal announcements. This informal method of communication will allow us to increase communication, productivity and streamline the number of faculty meetings.

~Parent Contact Logs~

Teachers are to maintain a contact log to support and document communication with parents, guardians and students. Please record all contact with parents, either positive or negative. Parent Contact Logs will be checked quarterly by the Assistant Principals.

~Parent Volunteers~

~~Teachers should have work ready for the parent volunteers to do during the parents' volunteer time and it should not be in any way confidential information. The front office should be aware of whom the parent is volunteering for and the amount of time the volunteer will be helping them. If possible, each teacher should send a schedule of volunteers to the front office. Randolph Clay Middle School welcomes parents and visitors to our school. However, to ensure safety and proper authorization, all visitors must check in at the front office to receive a visitor's pass. If a parent or visitor arrives to your classroom without a visitor's pass, politely direct them to the front office to check in. All exterior doors are to be secured during the day.~~ All volunteer programs have been suspended due to observing recommended safety precautions for COVID-19. Staff will be notified when we resume volunteer opportunities.

~Parties~

RCMS classrooms are allowed two parties for the year: End of the Semester Winter Party and End of the Year Party

The principal must approve all other special days in advance. Parents are asked **not** to send in birthday celebration items. Refer them to the principal if they want clarification.

~Personal Items~

Keep all personal valuables locked in your classroom. The school cannot be responsible for any items that are missing from your room.

~Phone Calls~

Conference calls should be made during your planning period, before or after school. The office will try to get phone messages to you as quickly as possible and they will be placed in your boxes. **We will interrupt your class ONLY in case of an emergency.**

~Permanent Records~

Permanent records are kept in the Vault in the front office in alphabetical order by grade level. Counselors are responsible for keeping records on each student. Because each student is unique, we ask that you consult the records for all your students to see how they are doing on standardized tests, etc. Test information on your students will help you to plan instruction to meet their needs. There is a wealth of information in these records that will help you. Additionally, this will assist you in parent conferences--parents will be impressed that you are familiar with their child's achievements. **Please keep the records in the vault as you examine them.**

~Publicity~

Classroom activities or events that warrant media attention should be brought to the attention of the assistant principal for contacting the local media. We have some great things happening, and the public needs to know about it! Sponsors should also be in the PR business so that everyone will know about what's going on. Consult Dr. Willaford when you have an activity or event you would like publicized.

~Purchasing~

Occasionally, items may need to be purchased. Please see the principal's secretary to secure the appropriate forms.

~Records~

It is the teacher's responsibility to keep up with all required paperwork and records. All permanent records will be kept in the vault. You may check them out from Mrs. Cooper-Graddy. They should be kept up to date, with grade and personal information. Whenever you find a new address or phone

number, etc., submit it to the secretary for input into PowerSchool and make the corrections in the permanent record.

PERMANENT RECORD FOLDERS ARE NOT TO REMAIN CHECKED OUT OF THE OFFICE OVERNIGHT FOR ANY REASON. PR FOLDERS ARE NEVER TO LEAVE THE PREMISES.

~Reports~

Teachers are responsible for submitting reports and requested information on or before dates specified. As we work **interdependently** at RCMS, please understand that when requested information is not submitted by the requested time and date, this impacts the requester's productivity and timeliness of task completion.

~Response to Intervention Team~

The Response to Intervention Team is a function of the regular education program of RANDOLPH CLAY MIDDLE SCHOOL. Under Response to Intervention (RTI), there are two aspects **academic** and **behavior**: Positive Behavior Intervention Supports (PBIS) and Response to Intervention (RTI) are very closely intertwined school wide processes of using student data to make decisions.

The primary purpose of the Response to Intervention Team is to ensure all students have an opportunity to be successful in the general education classroom by providing a structured support system for teachers and parents when students are not experiencing success in the classroom. PBS focuses specifically on improving student behavior, which directly affects academic achievement of all students, by providing positive behavior supports using common school wide behavior processes to create a consistent structure that improves the interactions between students and staff. Both PBS and RTI follow a tiered level of interventions in which student data determines the intensity of the intervention. *This is a way of creating a positive climate that fits with the individual culture of Randolph Clay Middle School and not a curriculum that dictates what the school must do. It is just a way of doing things.*

It is a seamless system in that the expectations apply to all students. It is also seamless in that **ALL** staff participates in proactively establishing the school academic and behavioral culture.

~Retention/At-Risk Process~

It is the expectation that all teachers monitor and document student progress. If a student is not showing adequate academic progress, a teacher may recommend a student as "at-risk of not meeting grade level expectations." In this event, the student enters the at-risk process and a strategic timeline of events begins.

AUGUST-DECEMBER:

- Design and provide student with rigorous, standards-based instruction
- Identify students with academic concerns and greatest area of need

- Begin the RTI process
- Review concerns with all teachers who work with students, including Special Education Teacher, ESOL, etc.
- Plan and document your interventions/strategies to meet the needs of your students using the RTI forms
- Collect data through progress monitoring
- Notify and communicate with parent on a consistent basis

JANUARY:

- Submit Administrative Conference Cover Sheet with attached RTI forms for each child to Dr. Willaford
 - For students in Tier 3, you would still want to document the interventions in Tier 1 and 2.
 - For students in RTI process, continue interventions and data collection.
 - For students not in the RTI process, begin *immediately*.
- A conference between the teacher and administration will be held to discuss the progress and concerns of these students
- An at-risk letter will be sent home to the parents
- Make a phone call to parents by the end of the month to discuss at-risk letter and to set-up conference

FEBRUARY:

- Note concerns on progress report
- A parent conference will be held on or before early release conference day
- At the conference, complete an At-Risk Plan for Success
- Submit At-Risk Plan for Success by the end of February.
- Monitor student progress and continue interventions/strategies and continue to collect data.
- Continue communication with parents

MARCH:

- Note concerns on report card
- A third benchmark letter will be sent home.
- Complete form for Placement Committee indicating students who will be brought before the committee
- Parent Letters will be sent home for the scheduled placement/retention meeting

APRIL:

- Complete a Retention/Placement Worksheet for each student being reviewed by the Placement Committee
- Complete a Light's Retention Scale ONLY for students being considered for retention
- Meet with the Placement Committee to determine placement for identified students
 - Bring your data!
- Communicate Placement Committee decisions to parents

~Safety/Security~

Entrance/Exit of Building

For everyone's safety, we ask that only front entrance be used for entering, leaving, and dismissing students. The back doors should only be used to exit classrooms for transitions between classes.

Propped Doors

As a security measure, do not prop doors open.

Code Red

When Code Red is announced, you are to:

- Lock your classroom door
- Cut off the light
- Keep students quiet
- Make sure that no one leaves the classroom; All students must be supervised and not allowed out of the room at this time.
- When the area is clear and safe, an all clear announcement will be made.

Please review the warning/security codes associated with the school emergency plan.

~Separation of Church and State~

As per Federal Law, no religious prayers, speeches, invocations or other messages advocating any particular religion or religions in general shall be delivered by or with consent of school personnel at any school function or event, including classroom functions, other in-school activities, athletic events or other extracurricular activities of which the school or the school system is the sponsor.

This procedure does not prohibit delivery or purely secular messages or inspirational speeches at school-sponsored activities, nor does it prohibit classroom instruction concerning religions or topics related to religions (for example courses in comparative religion), as long as the messages, speeches, and instruction do not advocate, advance or inhibit any particular religion or religions in general.

~Smoking or Use of Tobacco~

No employee shall smoke, display, or use tobacco or any product on school property, in school vehicles, or while supervising any students on school sponsored activities.

~Sunshine~

Our faculty participates in a faculty support program called SUNSHINE to support each other when a crisis occurs, when a celebration is in order, when service needs to be recognized, and for various hospitality functions throughout the year. All members of the faculty are invited to voluntarily participate through

paying annual Sunshine dues. These funds pay for flowers, gifts, cards, etc. By paying dues, the need to have a special collection for each occurrence is diminished. When your Sunshine committee member calls on you, please show your support.

~Tardiness: Teachers~

All personnel are expected to be on time daily. It is imperative that in the event of an emergency, the office be notified so that class coverage or duty responsibility is assigned to another staff person until you arrive. Excessive tardiness could result in informal or formal warnings, formal DRI's and possibly Professional Development Plans (PDP). Attendance reports will be generated every quarter to assist you in monitoring your own performance. Refer to "Teacher Attendance" section.

~Visitors~

~~For the protection of the students, all visitors must check in at the office. It is suggested that an appointment be made for all visitations and that the visit last no more than one class period. Classroom visitations are not time for teacher-parent conferences. The regular school program must continue during such visits. Often the school will have frequent parent volunteers; the teacher should remember that this policy also applies to the parent volunteers.~~

~~Non-instructional visits (i.e. drop-ins by family members) should be kept to a minimum.~~

No visitors are allowed in the building at this time due to observing recommended safety precautions for COVID-19. Staff will be notified when we resume allowing visitors in the building.

~Voice Volume Rubric~

The Voice Volume Rubric is an essential management tool used to establish routines and procedures for your Instructional Workshops. Additionally, the rubric can also be utilized to support school wide behavioral expectations outside of the classroom (i.e. hallway, cafeteria) and allow all students and teachers to speak the same language.

THE VOLUME OF YOUR VOICE SHOULD BE.....				
1	2	3	4	5
<ul style="list-style-type: none"> Independent Work Time Hallway Awards Program 	<ul style="list-style-type: none"> Conference Cafeteria 	<ul style="list-style-type: none"> Partner Work Group Work 	<ul style="list-style-type: none"> Book Clubs Whole Class Discussions 	<ul style="list-style-type: none"> Outside Recess
SILENT	SOFT WHISPER	QUIET VOICE	REGULAR VOICE	LOUD VOICE

~Work Room~

Please do not send children to the workroom nor front office. We are also asking that the workroom be for teachers and staff only during the school day. Please help keep your workroom clean.

~Workman's Compensation~

If an accident occurs while you are on the job and an administrator is not available, report the accident to another co-worker. The employee should always fill out the workman's compensation accident report.

~RANDOLPH CLAY MIDDLE SCHOOL

Procedural Checklist~

I have been provided information on the following documents:

- ☐ **The Randolph County Public Schools Board of Education Policy Manual**
- ☐ **The Code of Ethics Standards of Behavior for Educators for the State of Georgia**
- ☐ **RANDOLPH CLAY MIDDLE SCHOOL procedures, practices, and expectations as stated in the Faculty Handbook.**

I am aware of these documents. I have received copies of or information regarding how I may obtain access to these Policies, Code of Ethics, and the Faculty Handbook. I am aware that I am required to consult and follow them as I perform my assigned duties.

I have signed two originals of this form. One copy will be kept by me; the other will be kept on file in the office.

Signature

____/____/____

Date

~RANDOLPH CLAY MIDDLE SCHOOL

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