

# Mount Zion

Middle

Faculty Guide

2023-2024

**Love our students. Love one another. Service above self. Show gratitude.**

**MZMS MISSION STATEMENT**

The mission of Mount Zion Middle School is to meet the needs of all students through the development of positive relationships and premier learning opportunities.

**MZMS VISION STATEMENTS**

Mount Zion Middle School’s vision is for all students to become productive members of society and make a positive difference in the world around them.

**VISION COMMITMENTS**

Carroll County Schools and Mount Zion Middle School will be recognized as a premier school system by sustaining the following commitments

Focusing on Learning

Maximizing our Talents

Providing Premier Experiences

Serving our Communities

Ensuring Good Stewardship

**Carroll County School District**

**Vision**

Carroll County Schools will be recognized as a premier school district.

**Mission**

Carroll County Schools empowers students to graduate ready to be enrolled, enlisted, or employed and engaged in their community.

**Purpose**

Carroll County Schools is committed to positively changing lives.

This handbook is designed to answer frequently asked questions concerning policies, procedures, and information specific to Mount Zion Middle School. It is a supplement to the Carroll County Schools' Employee Handbook. This handbook is not as comprehensive as the district handbook and will not cover all situations. For further information, please review the Carroll County website: [www.carrollcountyschools.com](http://www.carrollcountyschools.com) as well as the Carroll County Schools' Employee Handbook. The information in this handbook does not create or amend any contract of employment. The Carroll County Board of Education has the right to adopt new policies and procedures and to modify, amend, or eliminate any of its existing policies and procedures. The Board of Education periodically undergoes a review of Board policies. Any changes will take priority over the information stated in this guide even if the changes have not been reprinted or substituted into the guidebook. Local schools may institute additional procedures relating to normal school operations, but those may not conflict with the Board Policy or items specified in this handbook.

## EXPECTATIONS OF ALL STAFF AT MZMS

### PROFESSIONALISM

We as a faculty and staff will commit to ensuring a positive and professional working climate. We will exhibit professionalism in the way that we look, the way we communicate, the way we treat people, and the way we treat information.

We will work hard. We will work together. We will support each other. We will have a good time doing it.

### Carroll County Expectations for Improving Student Performance

The Carroll County School District is committed to premier classrooms and opportunities for all students. To meet this goal, we will teach the approved curriculum standards with fidelity by:

- Designing rigorous units and lessons aligned to the standards and achievement level descriptors (ALD's) Identifying key concepts in the language of the standards
- Using clear learning goals to connect instruction to the standards
- Asking students to use the vocabulary of the standards (academic and content vocabulary)
- Understanding what students should know and be able to do to meet the standards
- Following sequence/pacing of course and unit curriculum maps
- Using district common assessments effectively
- Integrating expectations of CCSS Literacy Framework into units and lessons
- We will use collaborative team processes to monitor student progress by:
  - Developing assessments that are explicitly aligned to standards
  - Collectively understanding the content of the standards
  - Analyzing student formative assessment data
  - Adjusting and sharing instructional practices based on

assessment results

- Planning lessons that include high levels of rigor that address the standards
- Creating interventions for students who have not learned at high levels

## **LESSON PLANNING**

We will use a common instructional planning framework to build teaching and learning activities – SEATS: Standards: A common understanding of what students are expected to know, understand, and be able to do Essential

Question/Learning Goals: Visible, relevant to the standard and lesson, and referenced during instruction Activating

Strategies: Opening establishes a mental link between the intended learning and past learning or experiences Teaching

Strategies: Use of research-based instructional practices

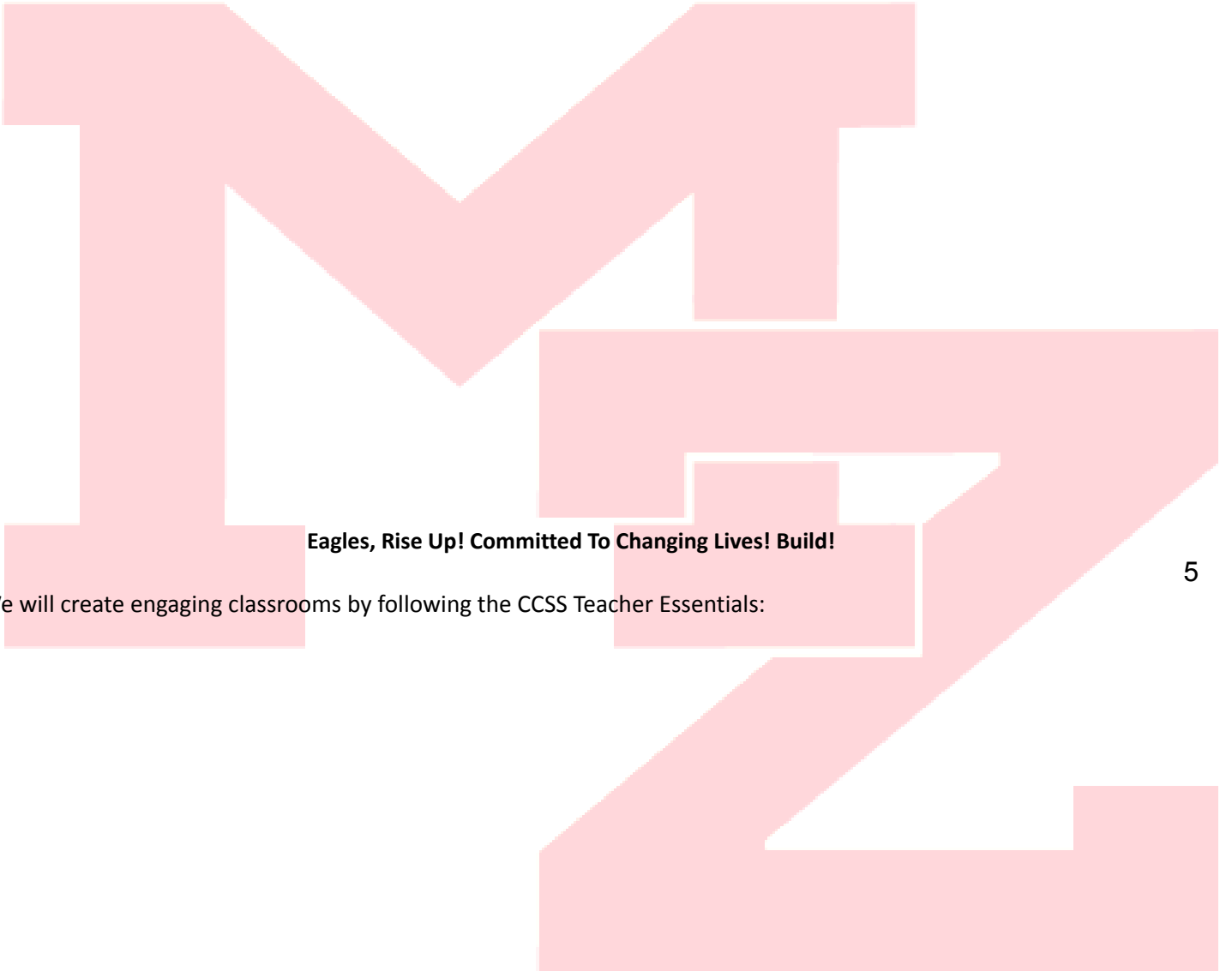
Engaging students using rigorous instructional practice(s) – (performance tasks)

Using higher-order thinking questions to probe student understanding –(DOK levels)

Using formative assessment strategies to adjust instruction – (differentiated instruction)

Providing performance feedback to students regularly to increase mastery of standards

Summarizing: Various strategies to assess student understanding throughout a lesson and during the closing



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We will create engaging classrooms by following the CCSS Teacher Essentials:

Teachers who are Passionate for All Students • Committed • Courageous • Self-Aware

<p><b>Lead by Example</b></p>		<p>Serves as a role model in the way they deliver instruction and the way they look, communicate, treat people, and treat information.</p>	<ul style="list-style-type: none"> <li>• Exhibits a professional demeanor</li> <li>• Implements quality instruction</li> <li>• Uses effective pedagogy</li> <li>• Displays curricular and content knowledge</li> <li>• Contributes to the profession</li> </ul>
<p><b>Build Relationships</b></p>		<p>Works in a collaborative way that builds credibility, mutual respect, trust and positive relationships with students, parents and peers.</p>	<ul style="list-style-type: none"> <li>• Establishes a positive learning environment</li> <li>• Engages students</li> <li>• Cultivates equity and inclusiveness</li> <li>• Plans collaboratively</li> <li>• Communicates effectively</li> </ul>
<p><b>Accept Ownership and Accountability</b></p>		<p>Demonstrates self-efficacy by embracing responsibility for student performance and professional growth.</p>	<ul style="list-style-type: none"> <li>• Takes initiative</li> <li>• Improves student achievement</li> <li>• Creates a well-organized and managed classroom</li> <li>• Assesses for learning</li> <li>• Provides GREAT service</li> </ul>
<p><b>Embrace Change to Drive Improvement</b></p>		<p>Seeks and uses innovative practices to improve student achievement.</p>	<ul style="list-style-type: none"> <li>• Influences a positive school culture</li> <li>• Improves student literacy skills</li> <li>• Uses technology effectively</li> <li>• Differentiates student learning</li> <li>• Provides rigorous learning opportunities</li> </ul>

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6

**We will ensure communication with students and parents is:**

Timely, clear, positive, consistent and professional

Focused on building partnerships for improving student performance

**ACCIDENTS AND INJURIES**

Must report all student accidents to administration.

Accident reports must be completed on Frontline forms. All employees have a login. See directions below. Unless it is a very serious accident, do not call 911. Contact administration first. The administration will determine if 911 should be called.

In the case of a very serious accident, 911 should be called. Let the administration know that you have contacted 911.

**STAFF Safety**

***A 'Safety-First' attitude will create a safe working environment and reduce employee injuries.*** Arrange desks for ease of traffic and visibility

Keep aisles free of clothing and book bags

Don't block fire exits

Make sure all file cabinet and desk drawers are closed when not in use

Clean up spills immediately to eliminate slip hazards

Use a ladder or call for a custodian when hanging items in your classroom

Don't stand in chairs or on tables/desks for any reason

Wear appropriate footwear

If an injury occurs, the staff member should report the information immediately to Sabriena Wyatt and Connie Robison (within the first 1 hour to 2 hours).

If medical attention is required, the employee should report to one of the physicians listed on the panel of physicians' poster.

Employees should also complete a WC-1 form to be returned to the Board of Education Office. Failure to follow proper procedures could result in claims being denied.

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7

## **ACTIVITY CALENDAR and ANNOUNCEMENTS**

All activities and events must be approved by the principal or designee prior to being placed on the school calendar.

All activities should be recorded on the school calendar in Google as soon as possible minimally one week prior to the event.

Announcements that need to be read to the students should be submitted to Rhonda Reynolds by 8:00 each morning. Announcements will be read at the beginning of 3<sup>rd</sup> period.

## **ATTENDANCE**

### ***STUDENT ATTENDANCE***

Student attendance should be taken at the beginning of each class period in Infinite Campus with the exception of First Period.

**1<sup>st</sup> period attendance will be taken at the end of the period.**

Attendance records should be accurate. Students who arrive tardy to class should be marked as tardy and not absent.

The front office secretary will enter attendance when a student checks in or out of school.

Upon returning from an absence, students should bring excuse notes to the front office. Excused and Unexcused absences will be marked by the attendance clerk.

### **FACULTY ATTENDANCE**

All Carroll County School sick and personal leave policies may be found in their entirety on the Carroll County Schools' website.

***A teacher cannot be absent with pay for a reason that is not covered in the Carroll County Schools attendance policy. All school employees are encouraged to be present every day. Children suffer most when teachers are absent.***

Unless it is an extreme circumstance leave will not be granted on the day before or after school holidays or on teacher professional learning /work days. This will be handled on a case by case basis with the administration.

Employees with excessive absences will be required to submit a doctor's notes upon return.

Employee's attendance records and reasons for absences will be considered during evaluation and at the time of contract renewal.

**Teachers must notify Connie Cook at 678-378-3274 if they are going to be absent from school for any reason. If it is an emergency and you have to call in that morning, please make sure you notify Mrs. Cook prior to 7:00 am.**

Personal leave MUST be approved at least 3 days in advance. Requests may be emailed. Personal leave taken without approval will be reported as an unauthorized absence and result in pay being docked. If an employee needs to leave the school campus, an administrator must be notified via email or text. Anyone who must leave for more than 1 class period must obtain a substitute and must take a half of a day leave time unless previously approved by an administrator. Paraprofessionals should not be asked to cover classes unless the administration has approved.

Planning time should be used for planning or other school-related activities including team meetings and parent conferences. It is not intended as a time for personal errands or activities.

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8

Teachers' report time is 7:30 am. Paraprofessionals and other staff have designated report times.

**All classified staff** are required to sign in and out each day using the Time and Attendance login.

Teachers' end of the day is 3:45 unless otherwise noted by the administration.

Classified staff has designated end times.

***We are not clock watchers at MZMS. Give us your all during the hours you are here, and we will work to meet your needs as they arise.***

#### **CELL PHONE POLICY at MZMS**

Students are not allowed to have cell phones until after 3:20. Students should not have them out at any time during the Instructional Day. This includes the classroom, hallways, and lunchroom. Each teacher will have a storage area for cell phones in the classroom. When students enter their classroom, they should put their cell phones in the storage area. Students who prefer not to turn their phone in must leave them in their bookbag, or at home. Phones should be turned off or on silent at all times. Students who do not follow the school policy will have their phones taken up. Phones that are taken up by the teachers should be sent to the front office immediately. Phones are logged. After the first offense students will have the option to pay \$5 or have their parents come to get the phone.

**Teachers should not be on their phones during class time. Please avoid posting on Facebook or other social media during your instructional time.**

#### **CLASSROOM APPEARANCE**

The first impression parents, students, and visitors have of our school is a lasting impression. We want our teachers and students to show pride in our school by keeping it clean and clutter free. We must lead by example. Teachers are responsible for requiring students to clean their work area at the end of each period. Teachers of lab classes will follow proper guidelines for eye and personal safety. Teachers supervision is essential to assure safe and clean instructional and dining areas. Your help and cooperation are essential to maintain a clean and safe educational environment.

**Maintenance problems and/or requests or problems with cleanliness should be reported to the Assistant Principal.**

The school secretary will enter all maintenance requests. Teachers should not enter on their own.



## CODE OF ETHICS

All teachers should have a clear understanding of the Georgia Professional Code of Ethics for Educators. Code of Ethics is found on the gapsc.com website. Code of ethics violations may result in the loss of your teaching credentials. All employees will be required to complete a Code of Ethics review course at the beginning of school.

## COMMUNICATION

Communication is essential to the success of any program. Communication from administration to faculty will primarily be handled via email and Google drive documents. It is imperative that faculty and staff check email before school starts, at some point during the school day, and at the end of the school day.

## COMMUNICATION WITH STUDENTS AND PARENTS IS THE KEY TO ESTABLISHING POSITIVE RELATIONSHIPS

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9

Teachers are expected to make frequent and effective contacts with parents. It is highly recommended to send home classroom policies, procedures, and expectations with students within the first week of school. This helps set expectations early and will decrease problems later. Document all communication (both positive and negative) in Infinite Campus under the communication log.

Mount Zion Middle will utilize Facebook, Twitter, Instagram, and the MZM webpage as well as an electronic newsletter to distribute information to the community. Faculty members will be asked to submit information and positive news for both. It is the expectation that faculty will do this in a timely manner. We want to make sure that we get as much positive PR as possible. Each teacher will be given logins to Facebook, Twitter, webpage, and Instagram and may post important information and exciting events. Coaches/Directors/Sponsors are expected to post information about games and performances. These logins and passwords should be kept very confidential and should never be given to a student to use.

The electronic newsletter will be published monthly by the school administration with the help of the Business department. Teachers will be asked to submit information and should do so in a timely manner. Information may also be submitted to the Times Georgian and district office for publication. This information should be submitted to Rhonda Reynolds with pictures and details so that she can submit to the appropriate people in a timely manner.

## COPIERS

Copying is done on a first come first serve basis by the individual teacher. The copier for normal use will be located in the teacher workroom. Please plan ahead. The front office is very busy. If an emergency occurs, please send a student with a note and the number of copies you need to the school secretary in the front office. Please try to keep these emergencies to a minimum. Teachers should be aware of and abide by all Media and Fair Use policies when making copies.

## COUNSELING AND GUIDANCE DEPARTMENT

The guidance and advisement program is a cooperative effort between teachers, counselors, students, and parents. The counselor will work with students in regards to social/emotional, academic, and career choices (as required by the Bridge Bill). Students who wish to see a counselor must complete the counselor referral form and submit to their teacher. Unless there is an extreme emergency, students should not be sent to the Counselor's office. If the situation is extreme, please email the counselor. Teachers who feel that students need to be referred to the Counselor may refer the student(s) to the counselor via the Counselor Referral form located in the Faculty team drive. (Make a copy and submit). Once the counselor receives the referral form, she will schedule times to see the student during a time that has a minimal instructional impact on the student if possible.

## **CURRICULUM**

Teachers will be expected to follow the Georgia Standards of Excellence with fidelity. Teachers should access the Carroll County Teaching and Learning Site to access all curriculum documents related to the standards to be taught. Teachers will be expected to follow the Curriculum maps and pacing guides. Additionally, Carroll County has created a Literacy Framework model that should be utilized in all content areas with the exception of math. It is the expectation that all teachers will review this document and will be documenting the literacy lessons in their lesson plans.

## **DUTIES**

Teachers will be assigned morning and afternoon duty. Teachers should report to morning duty by 7:30 am and afternoon duty by 3:20. Students should not be wandering around the hallways. If you are absent at any time during your assigned duty, it is your responsibility to arrange for a substitute to cover for you. Replacement/Substitutes' names should be reported to the Assistant Principal. All employees are asked to work two more gates throughout the year. Signup sheets will be available. If you do not sign up for gates, they will be assigned to you.

## **DISCIPLINE and BEHAVIOR**

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10

Our goal is to ensure that our students and faculty have the opportunity to learn and work in the safest and most positive environment possible. Additionally, it is our goal to help students determine appropriate choices and to learn to take responsibility for their actions both positive and negative. The policies of Carroll County and Mount Zion Middle School must be followed in a consistent, professional manner.

Reminders:

**Set Expectations early.**

Keep small things small.

Do not let the "pen" be your first line of defense.

Attempt to handle classroom issues with reminders, conversations, phone calls, and classroom consequences.

Your authority will always be more effective if you maintain your composure, avoid confrontation and maintain a professional attitude.

**DISCUSS ISSUES AND DISCIPLINE IN PRIVATE.** Remember to avoid "backing" a student in a corner.

Do not take things a student says and does personally. Students are not attacking you; they are upset about the situation.

Being proactive will prevent many discipline problems.

All staff members should be in the hallways during class change times to monitor student movement and behavior.

All faculty members have authority at any time over any student as long as the student is in the building or on school grounds whether the student is in any of the teacher's classes or attends Mount Zion Middle School.

**Consequences for inappropriate behavior:**

If everything fails, then you may have to write a student up, but make sure that you have documented the strategies you have used to deal with the problem (3-step Plan in Google faculty drive)

Any student who significantly disturbs the instructional process and/or the learning of others in the classroom may be sent to the office. Teachers should contact the front office when sending students to the office. Students should be given

direct instruction on where to report. A discipline referral form should be sent or emailed to the front office immediately. The student should remain in the office until an administrator speaks to the student.

If it is a major school infraction such as tobacco, fighting, major classroom disruption, sexual harassment, or any level III offense of the discipline code, you are required to write those things up immediately. This may be done by sending the administration an email. The purpose of behavioral interventions is to change undesirable behavior into desirable behavior. The goal of all interventions should be self-discipline. When determining consequences remember: The act, and not the student, should be the focus of student interventions.

Grades should never be used as punishment for a student.

Physical activities in the classroom (such as push-ups or wall sits) should not be used in the general classroom. PE and weight training classrooms should use caution when using physical activities as punishments.

Classroom consequences for misbehavior may include but are not limited to: phone calls to parents, silent lunch, before and after school detention, loss of privileges, community service activity, removal to another area or classroom (not ISS room).

Only school administration or their designee can assign ISS, In-House Suspension, Extended In-School Suspension, and Out of School Suspension. Teachers may not send a student to ISS for any reason.

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11

## **ISS**

In-School Suspension is used as a consequence for students. ISS may be assigned for a short term or for an extended period of time (up to 9 weeks).

Teachers must send work to ISS for students who have been assigned ISS. Teachers may assign work through the ISS Google Classroom. Students must be given credit for all work completed in ISS. When assigning work, remember that the student is in your classroom getting instruction and completing assignments. ISS assignments should include some sort of instruction and should be adjusted in length as students will be working independently. We need to make sure they do not have downtime in ISS.

## **DRESS CODE**

The dress code policy for students of Carroll County may be found in its entirety at [www.carrollcountyschools.com](http://www.carrollcountyschools.com). All faculty should monitor the dress code but it should not become a barrier to education for students. We must use common sense. If you have questions regarding the dress code, please see an administrator.

### **Faculty dress code**

Faculty members are expected to dress in a manner that distinguishes them as professionals. You are allowed to wear jeans however, jeans must not have holes and must be appropriate for school. No flip flops may be worn at any time (even casual Friday). No sweat suits, jogging pants, lounging pants, shorts or yoga pants may be worn at any time (Gym teachers are allowed to wear sweat suits or shorts as deemed appropriate). Thursdays and Fridays are SCHOOL SPIRIT DAY. Please try to wear red, gray, and white or school spirit wear on those days.

## **EXTRACURRICULAR ACTIVITIES**

Extracurricular activities and clubs provide important social opportunities for students' involvement, which builds positive attitudes toward school, promotes citizenship and instills values. Teachers and other faculty members are requested to be involved in some way with extracurricular coaching or club sponsorship. Staff members not directly involved in coaching are expected to attend as many extracurricular activities as possible during the school year.

ALL Faculty and staff will be asked to work a minimum number of gates per season.

*The coach or sponsor is responsible for staying until all students under their supervision have left the premises. Students should never be left alone waiting for a ride.*

All coaches are expected to follow the MZM School Athletic Handbook and the WGMSC League ByLaws.

## **FACULTY MEETINGS and PROFESSIONAL LEARNING ACTIVITIES**

Faculty meetings will be held on an as-needed basis to discuss policies and procedural issues or changes that need to be made. All faculty members are required to attend faculty meetings unless otherwise noted by the administration.

Professional Learning Communities will be held as grade level meetings scheduled throughout the school year.

Other professional learning will be done through Google Classroom. All faculty members are expected to participate in designated school and district Professional Learning whether it is face to face or through Google Classroom. Failure to participate will impact the faculty member's evaluation.

## **FEES/MATERIALS**

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12

No teachers or other staff members may charge any student a fee as a condition of enrollment for full participation in any class or any part of the instructional program.

Teachers may, upon the approval of the principal, request donations, funds, supplies, books, material, and equipment provided such a request clearly indicates that compliance will in no way impair the student's enrollment and full participation in any class.

## **FIRE, LOCKDOWN, AND SEVERE WEATHER DRILLS**

State law requires each teacher to post an exit plan in his or her classroom. Teachers should follow the exit plan outlined by the administration. Students will not be permitted to run or talk during drills. During fire drills, students will be at least fifty feet from the building in a location not obstructing the road. During severe weather drills, teachers will move students to the designated part of the school. During lockdown drills, teachers should make sure doors are locked, lights are off, and everyone is out of the view of windows and doors to the extent possible.

Attendance will be taken to determine if any students are missing. When the alarm sounds, the building will be checked. Fire Drills and Lock-Down Drills will occur monthly. Severe weather drills will be scheduled

## **GOOGLE CLASSROOM EXPECTATIONS FOR TEACHERS**

The District office has created expectations for Google Classroom use for the 2021-2022 school year. Please make sure you are following these expectations. If you feel you need further training on the use of Google Classroom, please notify Joey Marinelli or Connie Robison. [CCSS Google Classroom Expectations for Teachers](#)

## **GRADING AND GRADE REPORTING**

The Carroll County School system operates on a numerical grading system. Any grade below 70 is failing.

No teacher should give an "I" (Incomplete) on the nine weeks or semester grade.

**Teachers are encouraged to never give a grade below 60 at the end of the first nine weeks or the 3rd nine weeks. If a teacher feels this is necessary, they should meet with the administration to discuss why this is appropriate. Students**

should not be punished academically for inappropriate behavior. If inappropriate behavior occurs, the teacher should follow the appropriate steps to remediate the behavior.

**GRADES IN INFINITE CAMPUS SHOULD BE UPDATED WEEKLY BY TEACHERS.** Parents have access to grades on Infinite Campus. Failure to enter grades may cause confusion for the parents, students, and the administration of the school.

#### **Failing Students**

**If a student is failing a class, teachers should make sure they have done the following:**

Contacted parents either by telephone, email or had a conference. This should be documented in Infinite Campus. Assign the student Breakfast Club or other academic tutoring time and document. (Parents should be notified of this as well). If problems persist, the teacher should immediately set up a parent conference in which the teacher and parent will set up a student intervention plan/contract including but not limited to timeline for make-up work, additional tutoring time with the teacher, participation in the before/after school program. A copy of the plan will be filed with the counselor and assistant principal at the end of the conference. Please remember informed parents are much more receptive and easier to work with than parents who are not.

#### **Posting Grades on Infinite Campus**

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13

Teachers are required to meet deadlines for posting grades to mid-terms and report cards. Teachers should make sure that all grades are posted accurately. Please check grades carefully after they have been submitted to make sure there are not any errors. Let Kelly Wright know when you have finalized your grades. The district office will autorun grades for the semester and yearly averages.

#### **HEALTH PROBLEMS/MEDICATION ADMINISTRATION**

All teachers should check Infinite Campus for students who have health problems and/or require medications.

Students who require medication must store the medicine in the main office. The medicine will be under lock and the student must report to the main office in order to take the medicine. Faculty members are not allowed to give any over the counter medication or any other medication to students at any time.

#### **HOMEWORK**

It is the philosophy of Mount Zion Middle School administrative team that homework is an integral part of academic progress and success. Homework should serve a very specific purpose and should be given using the following guidelines: The purpose of homework should be to reinforce skills learned, provide additional practice on concepts learned, or to extend knowledge on concepts learned. Homework may be given to students on an as-needed basis. Homework should help and not hurt the student. Homework should never be given over concepts that have not been taught in the classroom. Homework should NEVER be used as a method of punishment for students.

#### **INSTRUCTIONAL TIME**

It is imperative that we protect instructional time as much as possible. Students should not be out of the classroom for any reason. They should not be sent to the office to use the phone or sent on errands. **If a student needs to contact a parent/guardian, the teacher may contact the office and a front office staff member will call the parent.**

**If it is absolutely necessary for a student to leave the room, he/she must be signed out using the electronic hall pass. All teachers will use an electronic pass for leaving the classroom.**

## KEYS & ALARM SYSTEM

All teachers are issued an electronic key card for entry into the building. Teachers are expected to use these instead of their key. Key cards must be returned when a faculty member leaves MZMS. Lost key cards are \$25.00 for a replacement. Teachers should have classroom keys that access not only their classroom but the faculty workroom. Faculty members entering or leaving the building after hours should make sure the building is secure. If you have issues with keys, please notify Kelly Wright.

## LUNCH

All teachers are expected to accompany, and pick up their classes from lunch. Teachers should make sure that students are sitting in their designated area and that the area is clean when the students leave. If a teacher assigns silent lunch, they are responsible for monitoring it. The administration will not be responsible.

## MEDIA CENTER INFORMATION

Copyright policies of the Carroll County School System copyright policy are available in the Media Center. Each teacher is responsible for adhering to this policy. Materials should be checked out at the circulation desk so we have a record of their location in case there is a need for them.

## MOMENT OF SILENCE AND PLEDGE TO THE FLAG

### Eagles, Rise Up! 14

Georgia Senate Bill 396 requires that each public-school classroom at the opening of each school day conduct a moment of silence for the purpose of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise. It shall be a moment of silent reflection on the anticipated activities of the day. The Pledge and moment of silence will be conducted during 3rd period prior to the announcements. Students who do not wish to participate must sit reverently at their desks.

## MONEY/CASH COLLECTION/PURCHASE ORDERS

It is a policy of the administrative staff to relieve teachers of as much money handling and accounting as possible. However, teachers must collect money occasionally. It is vitally important that all teachers follow the policies and procedures established. **A receipt must be issued every time money is received from a student or parent.** Money should never be left in the teacher's classroom when the teacher is not present or overnight. If money is lost or stolen while in the possession of the teacher, it is the teacher's responsibility to replace the money. Teachers must keep a record of students who MAKE ADONATION for field trips. Obtain a receipt book and cash collection form from the bookkeeper. Fill out the receipt book as money is received. Give the original copy of the receipt to the person and leave the duplicate in the receipt book.

**Count all money received, compare to the receipt book, and fill out the cash collection form. Return money, cash collection form, and receipt book to the bookkeeper on a daily basis by 2:00 pm. If more than one fund is involved in the process be sure to itemize the breakdown.**

### Purchase Orders

All purchases will be submitted through the Visions website ([visions.carrollcountyschools.com](http://visions.carrollcountyschools.com)) No person shall be allowed to make purchases in the name of the school without an authorized purchase order. The school will assume the responsibility for paying invoices for purchases only if the established purchasing procedure is followed: All information is correctly filled out on the requisition. Date of the purchase order. Fill in the total amount of purchase order (an estimate may be used but you should estimate high). List items to be purchased. Properly completed purchase orders



are to be approved by the PRINCIPAL BEFORE PURCHASE IS MADE. As soon as your information is complete, return the purchase order to the bookkeeper. All vendors used for purchases must have a vendor packet and must be approved prior to making any purchases from that vendor. If purchases are made with no purchase order or without the vendor being approved in advance, the person making the purchases will be responsible for the charges. Requisitions and purchase orders take time to be completed and processed. Please make requests 24-48 hours in advance of when you need something.

### **Invoices**

Invoices must be dated after the date of the purchase order. Invoices dated before the date of the purchase order will not be paid. Check invoices when purchase arrives and make sure everything was received. Sign the invoice. Return to the bookkeeper as soon as possible. If you do not receive everything and we pay for it, it is up to you to work with the company. Once a PO is closed, it cannot be reopened for any reason. **If proper procedures regarding purchase orders and purchasing are not followed, then individuals will be required to pay for the items themselves.**

### **MOUNT ZION CLUSTER**

The Mount Zion Cluster includes Mount Zion Elementary, Mount Zion Middle, and Mount Zion High School. Periodically, Cluster events will be held. All faculty and staff are required to attend and participate in the events unless prior arrangements have been made with school administrators.

### **MTSS (Multi-Tiered Student Support)**

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15

MTSS is a process using a multi-tiered approach to providing services and interventions to struggling learners at increasing levels of intensity. MTSS can be used for making decisions about general, compensatory, and special education, creating a well-integrated and seamless system of instruction and interventions guided by child outcome data. MTSS calls for early identification of learning and behavioral needs, close collaboration among teachers and parents and a systematic commitment to locating and employing necessary resources to ensure that students make progress in the general education curriculum. Tiers of MTSS: Tier I Allstudents receive instruction, remediation, and acceleration as needed; Tier II Tier plus needs-based learning interventions; Tier III Tier I and II plus individualized, researched based interventions.

### **NEGLIGENCE**

Any time students are left alone and an accident or incident occurs, negligence is almost certain to be shown. No faculty member should leave a group of students unsupervised. Failure to be present for bus, hall, lunchroom or other assigned duty may result in a situation where a teacher is found to be negligent of his duties and responsibilities.

### **PHOTO ID**

Photo IDs are issued to employees. Photo ID's may be made at MZHS. Your photo ID allows you and one other person to attend any Carroll County athletic or academic event at no cost (excluding fundraisers). This privilege is not transferable.

### **PLANNING FOR INSTRUCTION**

All teachers will use the front-loading documents (or some version of) in their classrooms daily. Teachers will also have data sheets that they track and that the students track. Examples will be discussed in the faculty meeting. This is a non negotiable. Star data, SAFEs, and other formative assessments will be used for instructional planning. A variety of instructional strategies should be used in the classroom.



The Four C's should be included in lessons as often as possible: Collaboration, Communication, Creativity, and Critical Thinking. The Instructional Lead Support Specialist will work with teachers on planning and implementing effective instructional strategies. The ELEOT tool will be used to complete informal observations for feedback and improvement.

## **PUBLIC RELATIONS**

It is very important to establish a positive image within our community and within our county. Perception is reality. Studies have shown that if a student has a negative experience with a teacher then the student and the parents tend to have a negative view of the school as a whole. It is important for us to work with all of our stakeholders in a positive manner. Negativity breeds negativity. We need to be our own champions and our own best commercials.

**We will provide GREAT customer service to all Stakeholders.**

## **REPORTING CHILD ABUSE**

“School personnel, having reason to believe that children within their care have been sexually assaulted or have had physical injuries inflicted upon them by a parent or caretaker other than by accidental means, shall report the situation. A person or official who knowingly and willfully fails to report a suspected case of child abuse will be guilty of a misdemeanor.”

Teachers who suspect child abuse or neglect should report this suspicion to an administrator who will in turn report to the proper authorities. In the event that an administrator is not available, report the situation to the Department of Family and Children's Services or to the County Sheriff's office.

## **RISE CLUB**

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16

As a part of the effort to support the whole child, MZMS will have the RISE program each 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month. All students will be assigned a RISE Mentor. Students will stay with that mentor for the duration of their time in middle school. Mentors will teach lessons designed to promote social-emotional wellness, future focused thinking, and ownership of learning. A website has been developed specifically for these lessons and for this mentoring program at MZMS.

MZMS administration expects all faculty members to take this initiative seriously in helping to move students to the next level.

## **SEARCHES**

Only school administration may conduct searches of students when there is reasonable suspicion that a student is in possession of a prohibited item or has violated a school rule. At no time should a teacher or paraprofessional conduct a search of a student without permission from or in the presence of an administrator. The School Resource Officer is not allowed to conduct searches. If a teacher sees suspicious activity or has information regarding a student, the teacher is obligated to immediately report that to the administrator or administrator's designee if the administrator is not available.

## **SCHOOL IMPROVEMENT**

Mount Zion Middle School has a School Improvement Plan.

This plan is made available to the Carroll County Board of Education annually and is available for stakeholder review in September of each year. Mount Zion Middle School's Improvement Plan addresses the same Strategic Goal Areas and Performance Objective Areas as the Carroll County School District Improvement Plan and all Carroll County Schools





Improvement Plans. These areas include: Student Achievement and Learning, Stakeholder Engagement and Loyalty, Efficient and Effective Organizational Practices, Continuous System and School Improvement. This plan is updated annually by the School Leadership Team. Faculty members will review the plan, initiatives, and action steps during meetings throughout the school year. Updates to the plan will be made by the SLT. Updates to the plan may be suggested by any faculty member at MZMS.

### **SPECIAL EDUCATION**

Federal legislation provides protection for students who have been identified as having special educational, social, and/or emotional needs. Teachers and staff are required by law to follow the student's Individualized Education Program. Teachers will be given copies of student accommodations by the student's case manager. Teachers are required to comply with the accommodations when providing classroom assignments or giving assessments.

### **TEACHER EVALUATION**

All evaluations will be completed using the Teacher Keys Effectiveness System (Suspended for the 2020-21 school year)\*  
Currently the ELEOT will be used to conduct evaluations until further notice.



All evaluations will be completed by the school administration. Teachers are expected to complete all tasks in the TKES electronic platform in a timely manner and by the specific deadlines given by the administration. It is expected that all staff members will have a copy of their job description in their personnel handbook. We believe that all employees will be more successful and have a clearer line of sight if they: Know what to do, Know how to do it, Know why to do it, Know if they are doing it correctly. Informal observations for growth and feedback will be completed using the ELEOT tool.

### **TITLE I**

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17

Mount Zion Middle is a Title I school. Title I schools are based on the number of free and reduced lunch students within the school. Mount Zion Middle receives federal monies to help provide services to economically disadvantaged students and families. Each year Mount Zion Middle will hold an Annual Title I meeting to develop a Title I plan. Parents are an integral part of the Title I process. Teachers, parents and administrators must sign a Parent Compact. A parent resource center is available in the front office of the school to provide parents with information. Parents must be communicated with frequently. Anytime a meeting is held that discusses any information about Title I, please make sure there is an agenda and a sign in sheet. Copies of the sign in sheet need to be given to Mrs. Robison.

### **VIDEOS/MOVIES**

All videos/movies that are shown in the classroom should have some educational objective and should not be shown for entertainment purposes only. Per board policy, no PG-13 or R rated movies are to be shown at school or assigned as an out of class requirement. Teachers should use videos that are available in the media center or movies that have been purchased by individual departments. Movie requests must be made in writing to the Administrator.



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