

# Randolph County Elementary School

## Staff Handbook

“Everyone working together to improve student achievement”

2021/2022



This handbook contains the philosophy that guides our work as well as the policies and procedures that faculty and staff members at Randolph County Elementary School are ***expected to follow***. Questions that you have or problems that develop that are not covered in this handbook should be directed to school administration.

From time to time you will receive memoranda from the principal or superintendent that contain information that you should keep in this handbook. Such memoranda may simply clarify a policy or procedure in this handbook or there may be revisions which have become necessary.

***It is the responsibility of each student and parent to carefully read the information in this handbook.***

Please keep this handbook available as a ready reference.

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# **PRINCIPAL'S MESSAGE**

## **Welcome Back to Randolph County Elementary School Home of the Bulldogs**



### **Welcome Back!**

I hope you are enjoying a wonderful summer. I also hope you are relaxed, recharged and ready to start a new school year. I am so delighted that you are part of our amazing learning community. I welcome and value your positive energy and dedication to excellence in education, and I am looking forward to collaborating with each of you this school year.

All signs point to another incredible and productive school year. Our enthusiastic office team is registering new families, ordering needed materials and updating student files. Our hard working and conscientious custodians have spent the entire summer thoroughly cleaning the facility.

### **New Staff**

Each year brings positive change. This includes a few additions to our staff. We are delighted to welcome Nikeitha McCloud, our new counselor; Margaret Owens Special Education Teacher, Rebecca English 4<sup>th</sup> grade teacher, Xatavius Hardwick, 2<sup>nd</sup> grade teacher and Emma Crittenden, Media Para.

### **Student Placement**

A great deal of time, effort and thought has gone into the process of student placement for the 2021-2022 school year.

Classrooms have been balanced academically and socially. Our class lists are structured to provide equitable class sizes at each grade level. This year all grade levels will be self-contained with the exception of grade four.

I know ALL of you will continue to work hard to make school a positive experience for ALL students. Thank you in advance for the level of commitment and flexibility it will take in the next few weeks to acclimate our students to a new grade, peer group and teacher.

Thank you to all who are helping prepare for the new school year. Your commitment to ensuring that RCES remains a celebrated and successful school is awe-inspiring. It remains an honor and privilege to serve as your principal. I have included a district calendar and pre-planning agenda as we prepare for a very busy 2021-2022 school year. Please stop by and say hello. Together, I know we will make this school year one of growth and achievement for all children.

With RCES Bulldog Pride,

Mrs. Traci Price

Principal

## PHILOSOPHY

The faculty and staff of Randolph County Elementary School are professionals committed to the achievement of excellence for all of our students. We believe that a quality education is the right of every child and that each member of the faculty can make an important contribution to assure that right.

We further believe that all children can learn and that our education program should be geared to develop and enhance their strengths and abilities and to address their educational needs. Our school is a center of learning where individual characteristics and learning styles are recognized and responded to and where mutual respect and teamwork are nurtured. We believe that by providing a variety of meaningful and creative learning experiences we can foster intellectual, social, moral and physical development in students as well as develop positive attitudes, creative skills and resourceful thinking.

We believe that growth often necessitates change. Our ongoing self-assessment and evaluation will inform us of the need for change, and necessary change will be made in a timely fashion.

In order to maintain high standards of excellence, we recognize the importance of community support and utilization of community resources in developing learning experiences for our children. We also believe that parental involvement is necessary in an effort to improve the educational opportunities of our school, if we are to expect our children to become responsible members of our ever changing world.

### **RANDOLPH COUNTY ELEMENTARY SCHOOL VISION, BELIEFS, AND MISSION 2021-2022**

**R**eaching all students  
**C**ultivating future leaders  
**E**liminating barriers  
**S**timulating minds for critical thinking

#### **OUR VISION:**

RCES is a school in pursuit of excellence that ensures accountability, global workforce readiness, and academic success.

#### **OUR BELIEFS:**

We believe that student learning is the chief priority of the school and that student's learning needs should be the primary focus of the school.

We believe that each student is a valued individual with unique physical, social, emotional, and intellectual needs who learns best when he/she is actively engaged in learning within a safe and comfortable environment.

We believe that all students learn and develop differently and at different rates of time and should be provided appropriate learning activities and instruction that enhance learning at all levels for success as evidenced by student work.

We believe that students' self-esteem is enhanced by positive relationships, mutual respect, and support among students, teachers, parents, and the community.

#### **OUR MISSION:**

Everyone working together to improve student achievement to ensure that students develop the necessary skills to graduate, pursue higher education, and become productive citizens in an ever-changing workforce.

## TEAM RCES EXPECTATIONS

### **WE:**

- ✓ Serve as role models of acceptable classroom behavior.
- ✓ Earn respect by giving respect.
- ✓ Ensure that students exhibit common courtesy and proper behavior in the classrooms, cafeteria, restrooms, hallways, and on school grounds through the continuous teaching of our PBIS expectations.
- ✓ Plan and carry out engaging and rigorous learning experiences that are free from non-productive instructional time.
- ✓ Use common planning time for data team meetings, RTI progress monitoring, action planning, SIP review, individual planning, grade-level planning, parent conferences, and other activities which are directly related to instruction.
- ✓ Work towards obtaining the goals of the School Improvement Plan.
- ✓ Will speak to students with dignity, and will **not** use profanity, ridicule, sarcasm, or other forms of demeaning speech or behavior in dealing with students/parents/colleagues.
- ✓ Involve parents when dealing with student behavior problems.
- ✓ Will actively supervise all students under our watch, and will **not** leave classes or students unsupervised.
- ✓ Will praise in public and discipline in private. We will **not** yell/scream at students.
- ✓ Will conference with students as needed, and will **not** put them out of the classrooms. However, team members may ask students to step outside the classroom for a one-on-one conference (as long as the teacher is positioned to monitor the rest of the class).
- ✓ Check email by 8:00 A.M. and again between dismissal and 3:30 P.M.
- ✓ Take care of personal concerns before or after school, and will not be on our cell phones/personal computers in the presence of students (with the exception of using it for academic purposes: providing comments to parents or asking parents to assist in correcting a student's behavior after all other measures have been exhausted). Exceptions due to extenuating circumstances may be granted/approved by the Principal or Assistant Principal on an individual basis.
- ✓ Frequently inform parents of students' behavior, but will **not** call and ask parents to come pick up a student from school due to misbehavior.
- ✓ Will inform parents weekly of their child's progress, but will **not** hold conferences with parents during instructional time. If a parent needs to come to the school to speak with a student, the teacher is to inform administration that the parent has been asked to come to the school.
- ✓ Maintain the confidentiality of all students. Team members will not discuss or share academic, social, emotional, and/or behavioral matters of students with staff/community members who do not serve or have a direct impact on the student. **In other words, no gossiping about students.**
- ✓ Ensure that records, such as student attendance, parent conference minutes, grades, conduct, etc. are accurate and up-to-date.all
- ✓ Realize students need our full attention. Therefore, the use of cell phones for personal reasons at any time during the instructional day is **absolutely prohibited**.

*Unity is strength...when there is teamwork and collaboration, wonderful things can be achieved.*

**Policy Compliance** – As employees, we are to abide by policies, rules, regulations, guidelines, expectations, and standards set forth by Randolph County Elementary School, the Randolph County School System, and local, state, and federal laws. Employees shall utilize the appropriate channels and protocols.

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Staff Signature

Date

## RANDOLPH COUNTY ELEMENTARY SCHOOL MOTTOS

### Kindergarten

Attitude is a little thing...that makes a big difference.

### 1<sup>st</sup> Grade

Today, I will perform to the best of my ability because my community is counting on me. I am ready for the challenge.

### 2<sup>nd</sup> Grade

Today, you can call me a caterpillar, but tomorrow I will become a magnificent butterfly soaring to greater heights so that I can make a difference.

### 3<sup>rd</sup> Grade

Self-esteem is the pride I feel when I have done my very best. I cannot always be a winner, but I can always try my best. Self-esteem is feeling good about myself by being honest and kind to others.

### 4<sup>th</sup> Grade

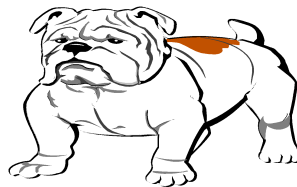
Life is like a roller coaster – one day you are up and the next day you are down. Each day I am determined to ride this roller coaster to the end because eventually I will become a productive and caring individual.

### 5<sup>th</sup> Grade

Today, tomorrow, and the next day, I made a promise to myself that I will not settle for being average. I want to have options in life so that I can excel academically and socially.

## MASCOT, SCHOOL PRIDE SONG, & SCHOOL COLORS

### MASCOT: BULLDOG



### RANDOLPH COUNTY ELEMENTARY SCHOOL

#### PRIDE SONG

*(To the tune of "Hey, Look Us Over")*

Hey, look us over; You'll like what you see.  
Pride is our motto; We're proud as we can be.  
Great attitudes are showing, And friendships are growing.  
We're really doing all we can To make our school the best around.  
The work that we're doing Is Grade A--Our Best! We'll meet any challenge;  
We can stand the test. So when the schools are all compared  
The one that beats the rest will be our very own R.C.E.S!

#### SCHOOL COLORS

RED, BLACK, AND WHITE

RANDOLPH COUNTY SCHOOL SYSTEM

98 School Drive

Cuthbert, GA 39840

(229)732-3601 or (229) 732-2641 Fax (229) 732-3840

District Site: <http://www.sowegak12.org/home>

*"The Randolph County School System does not discriminate on the basis of race, color, religion, age, sex, national origin, or disability."*

*A VISION FOR PUBLIC EDUCATION IN GEORGIA*

The state of Georgia desires to have a single vision to significantly improve the education culture in our state. The Georgia School Boards Association and Georgia Superintendents Association have collaborated on the development of a vision to transform public education in Georgia. For information about the Vision, please visit [www.visionforpubliced.org](http://www.visionforpubliced.org).

**BOARD OF EDUCATION MEMBERS**

Mr. Ra'Mel Thomas, Chairman	(229) 732-3360 or 732-3601
Mr. Jack Fowler, Vice-Chairman	(229) 732-6473 or 732-3601
Mr. Rodney Burks, Member	(229) 732-6209 or 732-3601
Mr. Henry Cook, Member	(229) 732-6736 or 732-3601
Mrs. Dymple McDonald, Member	(229) 732-5660 or 732-3601

**CENTRAL OFFICE & SYSTEM STAFF**

**Dr. Tangela Madge**  
**Superintendent (229) 732-3601 or 732-2641**

Dr. Tangela Madge Superintendent (229) 732-2268	Dr. Donna Drakeford Asst. Superintendent/Federal Programs Director (229) 732-2641
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Mrs. Zelda White-Davis  
School Improvement Coordinator &  
Instructional Coach  
(229) 732-2101

Dr. Tosha Middlebrooks  
Exceptional Education Director  
(229) 732-2278

Dr. Paulette Richmond Hart  
Director of Professional Learning  
Curriculum Specialist (High School)

Mr. Brian Collier  
Student Information Director  
(229) 732-3818

Mr. David Prince  
Transportation Director  
(229) 732-6227 or (229) 310-9692

Mrs. Genette Wimberly Jones  
Food Service Director  
(229) 732-2295

Ms. Fadara Clark  
Head Start Director  
(229) 732-2283

Ms. Darlene Wingler  
Financial Office  
(229) 732-2260

Kerri Copeland/Darlene Wingler  
Payroll Specialist  
(229) 732-2243/2260

Ms. Shirley Marshall  
Human Resources  
(229) 732-2262

Laura Perkins  
Instructional Technology Specialist  
(229) 308-6379

Shayla Gilbert  
Parent Involvement Coordinator  
(229) 732-2269

Mr. James Cobb  
Technology Director  
(229) 732-2281

Kerri Copeland  
Superintendent's Secretary  
(229) 732-2234

Ms. Kuanita Murphy  
Family Connection Director  
(229) 732-3796 Fax (229) 732-3860



## CHAIN OF COMMAND LETTER

July 2021

To Parents, Staff, and Residents of the Randolph County School System:

Communication is a shared experience, and we intend to make that experience easier. We believe that so many “concerns” get elevated to “issues” and then to full-blown “problems” often due to lack of knowledge/information.

In our shared opinion, our first task, even before we begin to address current concerns or issues, is to make everyone aware of the process by which the Board of Education and the Administration of the Randolph County School System has in place for “conflict resolution.” In an attempt to regain continuity and to lessen confusion and frustration, the Board and Administration wants to reiterate its “chain of command” that must be adhered to when resolving conflict.

The chain of command concept is rational on many levels. It seeks initial resolution at the lowest level. This typically is where the parties involved have first-hand facts and invites the timeliest resolution.

For example, if a parent has a concern with their child, the first contact should be with the child’s teacher if it’s an academic concern, or the child’s coach or advisor if it is a sports or extra- curricular concern. If either party remains unsatisfied with a proposed solution, the concern should be taken to the next level, which might be a department chair, supervisor or athletic director. Both parties would present the facts and seek a solution or at least consensus.

The third link in the chain of resolution would be the building principal, who is typically the final arbiter of the activities within his or her building. On rare occasions, an unresolved issue may have to be taken to Central Office, where an academic director would become involved.

Even more rarely, the Superintendent would be required to intervene in an attempt to resolve a conflict or an issue. Only in the instance where a Superintendent cannot offer a resolution, would the issue be taken to the Board of Education.

If anyone brings a concern into the chain of command out of sequence, the concern must, and should, be sent back to the proper level for adjudication.

To further enhance communication on other concerns/issues/problems, a new section will soon be added to the homepage of our district website labeled “Q & A.” Please visit our school system website at [www.sowegak12.org](http://www.sowegak12.org) to review the questions and answers.

Sincerely,

*Dr. Tangelia Madge*  
Superintendent of Schools

# Randolph County Schools School Calendar 2021-2022

[illegible]

# Randolph County Elementary School Assessment Calendar 2021-2022

ASSESSMENT	DATES
<b>GKIDS (K)</b>	Readiness Check Data: Due September 6 Mid-point Data Due: December 20 End of Year Data Due: May 1
<b>Acadience READING (K-2)</b> <b>L4GA,</b> <b>Assessment Team</b>	Benchmark 1 September 6 Benchmark 2 December 20 Benchmark 3 April 17
<b>RI (3-5)</b>  <b>Classroom Teacher/Melton</b> <b>Lab Sign Up Sheet</b>	September 6 December 20 April 17
<b>GRADE LEVEL BENCHMARK</b> <b>ASSESSMENTS</b> <b>Gr. K-5</b>	October 4 <sup>th</sup> December 18 <sup>th</sup> March 10 <sup>th</sup> May 8 <sup>th</sup>
<b>BENCHMARK ASSESSMENT SYSTEM (BAS)</b> <b>K-5</b> <b>Classroom Teacher</b>	Aug. 5 <sup>th</sup> – Aug. 30 <sup>th</sup>
<b>GEORGIA MILESTONES</b>	<b>April 21 – May 1</b>  <div> <div> <div>ELA (Rdg &amp; Evidence Based Writing)</div> <div>ELA (Section 2)</div> <div>ELA (Section 3)</div> <div>Math (Section 1)</div> <div>Math (Section 1)</div> <div>Science (grade 5 only)</div> <div>Social Studies (grade 5 only)</div> <div>Make-ups</div> </div> <div> <div>April 21<sup>st</sup></div> <div>April 22<sup>nd</sup></div> <div>April 23<sup>rd</sup></div> <div>April 27<sup>th</sup></div> <div>April 28<sup>th</sup></div> <div>April 29<sup>th</sup></div> <div>April 30<sup>th</sup></div> <div>May 1<sup>st</sup></div> </div> </div>

Assessment Team: Jenkins (Chair), Price, McCloud, Melton, Perkins

## 2021-2022 DATES TO REMEMBER

Leadership Team meetings	First & Third Wednesday of each month
Collaborative Team meetings	<i><b>Each</b></i> Tuesday from 3:15 - 4:15 p.m.
Club meeting	First Friday of each month
Faculty meetings	First Monday of each month

# Randolph County Elementary School

## School Faculty & Staff Assignments

### 2021-2022

<b>Traci Price</b>	<b>Principal</b>	<a href="mailto:traci.price@sowegak12.org">traci.price@sowegak12.org</a>
<b>W. Sheri Jenkins</b>	<b>Assistant Principal</b>	<a href="mailto:wynathia.jenkins@sowegak12.org">wynathia.jenkins@sowegak12.org</a>
<b>Nikeitha McCloud</b>	<b>Counselor</b>	<a href="mailto:nikeitha.mccloud@sowegak12.org">nikeitha.mccloud@sowegak12.org</a>
Heather Melton	Literacy Coach/Reading Specialist	<a href="mailto:heather.melton@sowegak12.org">heather.melton@sowegak12.org</a>
Laura Perkins	Instructional Technology Specialist	<a href="mailto:laura.perkins@sowegak12.org">laura.perkins@sowegak12.org</a>
<b>Amber Douglas</b>	Kindergarten	<a href="mailto:amber.douglas@sowegak12.org">amber.douglas@sowegak12.org</a>
Kelly Proffitt Rice	Kindergarten	<a href="mailto:kelly.proffitt@sowegak12.org">kelly.proffitt@sowegak12.org</a>
Jennifer Mathews	1st Grade	<a href="mailto:jennifer.mathews@sowegak12.org">jennifer.mathews@sowegak12.org</a>
<b>Allyson Stapleton</b>	1 <sup>st</sup> Grade	<a href="mailto:allyson.stapleton@sowegak12.org">allyson.stapleton@sowegak12.org</a>
Teresa Harris	2nd Grade	<a href="mailto:teresa.harris@sowegak12.org">teresa.harris@sowegak12.org</a>
<b>Kyra Williams</b>	2nd Grade	<a href="mailto:kyra.williams@sowegak12.org">kyra.williams@sowegak12.org</a>
Xatavius Hardwick	2nd Grade	<a href="mailto:xatavius.hardwick@sowegak12.org">xatavius.hardwick@sowegak12.org</a>
Brittney Mitchner	3 <sup>rd</sup> Grade/Math Chair	<a href="mailto:brittney.mitchner@sowegak12.org">brittney.mitchner@sowegak12.org</a>
Brittney Siphambili	3 <sup>rd</sup> Grade	<a href="mailto:brittney.siphambili@sowegak12.org">brittney.siphambili@sowegak12.org</a>
<b>Shawna Stanfield</b>	3rd Grade	<a href="mailto:shawna.stanfield@sowegak12.org">shawna.stanfield@sowegak12.org</a>
Rodeshia Burks	4th Grade Reading/ELA	<a href="mailto:rodeshia.burks@sowegak12.org">rodeshia.burks@sowegak12.org</a>
Rebecca English	4 <sup>th</sup> Grade Math	<a href="mailto:rebecca.english@sowegak12.org">rebecca.english@sowegak12.org</a>
<b>Stephanie Oliver</b>	4th Grade Science/SS	<a href="mailto:stephanie.oliver@sowegak12.org">stephanie.oliver@sowegak12.org</a>
<b>Kamellia Brown</b>	5 <sup>th</sup> Grade	<a href="mailto:kamellia.brown@sowegak12.org">kamellia.brown@sowegak12.org</a>
Kim Kleckley	5 <sup>th</sup> Grade/Science Chair	<a href="mailto:kimberly.kleckley@sowegak12.org">kimberly.kleckley@sowegak12.org</a>
<b>Debbie Lucas</b>	SpEd	<a href="mailto:debbie.lucas@sowegak12.org">debbie.lucas@sowegak12.org</a>
Margaret Owens	SpEd	<a href="mailto:margaret.owens@sowegak12.org">margaret.owens@sowegak12.org</a>
Scott Swantic	SpEd	<a href="mailto:scott.swantic@sowegak12.org">scott.swantic@sowegak12.org</a>
Emma Crittenden	Media Tech	<a href="mailto:emma.crittenden@sowegak12.org">emma.crittenden@sowegak12.org</a>
Scott Wilkerson	Art	<a href="mailto:scott.wilkerson@sowegak12.org">scott.wilkerson@sowegak12.org</a>
Domonique Bryant	Physical Education	<a href="mailto:domonique.bryant@sowegak12.org">domonique.bryant@sowegak12.org</a>
<u>Nurse</u>		
Angela Wilborn		<a href="mailto:angela.wilborn@sowegak12.org">angela.wilborn@sowegak12.org</a>

### Office Personnel

Lori Wilson	Bookkeeper
Arkimmie Hart	Records/Receptionist
Angela Foster	Administrative Assistant

[lori.wilson@sowegak12.org](mailto:lori.wilson@sowegak12.org)  
[arkimmie.hart@sowegak12.org](mailto:arkimmie.hart@sowegak12.org)  
[angela.foster@sowegak12.org](mailto:angela.foster@sowegak12.org)

### Paraprofessionals

Aretha Green / SPED  
Mae Gilbert / Allyson Stapleton  
Sheila Gilbert  
Mary Ann Cannon / Amber Douglas  
Monique Jones /  
Areaka Myles /Jennifer Mathews  
Vickie Rogers /Margret Owens  
Ashaun Wilborn/SPED  
Georgia Starling/SPED

[aretha.green@sowegak12.org](mailto:aretha.green@sowegak12.org)  
[mae.gilbert@sowegak12.org](mailto:mae.gilbert@sowegak12.org)  
[mary.cannon@sowegak12.org](mailto:mary.cannon@sowegak12.org)  
[monique.jones@sowegak12.org](mailto:monique.jones@sowegak12.org)  
[areaka.myles@sowegak12.org](mailto:areaka.myles@sowegak12.org)  
[vicki.rogers@sowegak12.org](mailto:vicki.rogers@sowegak12.org)  
[ashaun.wilborn@sowegak12.org](mailto:ashaun.wilborn@sowegak12.org)

### Custodians

David Hamm- Facilities Director  
Jacquelyn Holmes  
Lakeisha Granger  
Joann ????  
Nunully

### Cafeteria

Megan Starling – Manager  
Mark Peavy – Asst. Manager  
Lee Ethal Johnson  
Shirley Stoudmire  
Cilla Simpson  
Jeanette Tolbert

## **GEORGIA PROFESSIONAL PRACTICES COMMISSION'S CODE OF ETHICS**

The Georgia Board of Education recognizes the teaching profession is accompanied by certain rights, responsibilities and privileges. For this reason, the state board accepts and approves the code of ethics adopted by the Professional Practice Commission. In order to assure that educators abide by the code of ethics and professional performance, a Professional Practice Commission, which will have the responsibility of developing criteria for teacher performance and recommending action in cases of violation of the code of ethics, is established.

The code of ethics of the education profession sets certain standards for the educator regarding his/her commitments. They are as follows:

### **PREAMBLE**

The educator believes in the worth and dignity of people. He/she recognizes the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship. He/she regards as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator accepts his/her responsibility to practice his/her profession according to the highest ethical standards.

The educator recognizes the magnitude of the responsibility he/she accepted in choosing a career in education and engages himself/herself, individually and collectively with other educators, to judge his/her colleagues, and to be judged by them, in accordance with the provisions of this code.

### **COMMITMENT TO STUDENTS**

In fulfilling his/her obligation to the student, the educator:

- shall not without just cause restrain the student from independent action in his/her pursuit of learning and shall not without just cause deny the student access to varying points of view;
- shall not deliberately suppress or distort subject matter for which he/she bears responsibility;
- shall make a reasonable effort to protect the student from conditions harmful to learning or to health and safety;
- shall conduct professional business in such a way that he/she does not expose the student to unnecessary embarrassment or disparagement;
- shall not on the grounds of race, color, creed or national origin exclude any student from participation in or deny him/her benefits under any program, nor grant any discriminatory consideration or advantage;
- shall not use professional relationships with students for private advantage;
- shall keep in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law; and
- shall not tutor for remuneration students assigned to his/her classes, unless no other qualified teacher is reasonably available.

### **COMMITMENT TO THE PUBLIC**

In fulfilling his/her obligation to the public, the educator:

- shall not misrepresent an institution or organization with which he/she is affiliated, and shall take adequate precautions to distinguish between his/her personal and institutional or organizational views;
- shall not knowingly distort or misrepresent the facts concerning educational matters in direct and indirect public expression;
- shall not interfere with a colleague's exercise of political and citizenship rights and responsibilities;
- shall not use institutional privileges for private gain or to promote political candidates or partisan political activities; and
- shall accept no gratuities, gifts or favors that might impair or appear to impair professional judgement, nor offer any favor, services or things of value to obtain special advantage.

### **COMMITMENT TO THE PROFESSION**

In fulfilling his/her obligation to the profession, the educator:

- shall not discriminate on grounds of race, color, creed or national origin for membership in professional organization, shall not interfere with the free participation of colleagues in the affairs of their association;
- shall accord just and equitable treatment to all members of the profession in the exercise of their professional rights and responsibilities;
- shall not use coercive means or promise special treatment in order to influence professional decisions of colleagues;
- shall withhold and safeguard information acquired about colleagues in the course of employment, unless disclosure serves professional purposes;
- shall not misrepresent his/her professional qualifications; and
- shall not knowingly distort evaluations of colleagues.

### **COMMITMENT TO PROFESSIONAL EMPLOYMENT PRACTICES**

In fulfilling his/her obligation to professional employment practices, the educator:

- shall apply for, accept, offer or assign a position or responsibility on the basis of professional preparation and legal qualifications;
- shall apply for a specific position only when it is known to be vacant, and shall refrain from underbidding or commenting adversely about other candidates;
- shall not knowingly withhold information from an applicant regarding a position, or misrepresent an assignment or conditions of employment;
- shall give prompt notice to the employing agency of any change in availability of service, and the employing agent shall also give prompt notice of change in availability or nature of a position;
- shall not accept a position when so requested by the appropriate professional organization;
- shall not accept to the terms of a contract or appointment, unless these terms have been legally terminated, falsely represented or substantially altered by unilateral action of the employing agency;
- shall not delegate assigned tasks to unqualified personnel;
- shall permit no commercial exploitation of his/her professional position; and
- shall use time granted for the purpose for which it is intended.



## **PUBLIC RELATIONS AND MORALE**

Each staff member is responsible for maintaining good public relations at all times. In or out of school, faculty members should always strive to conduct themselves in ways which foster better school-community relations.

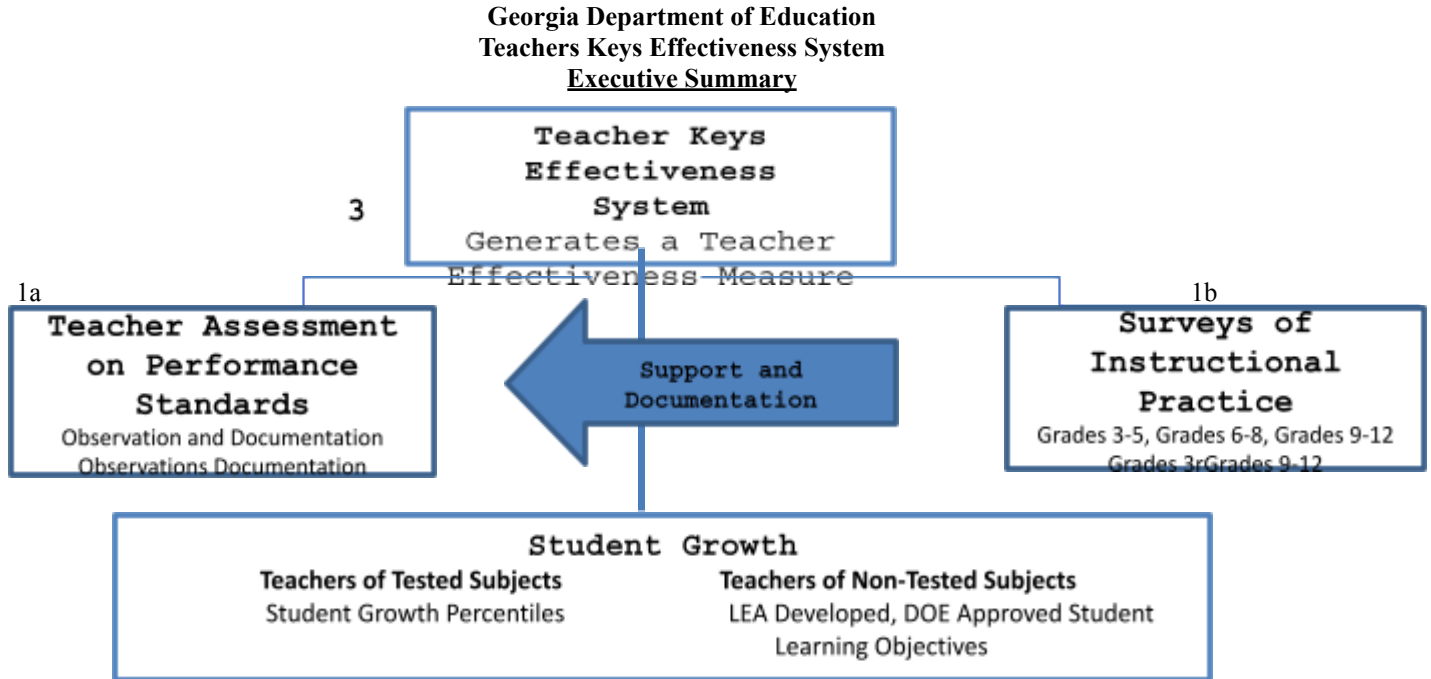
Faculty members who strive to do their own job to the very best of their ability and who keep school business at school can do much to project a positive image. All student information must be kept confidential. Faculty members have a tremendous influence on overall school morale. Enthusiastic faculty usually has enthusiastic students and enthusiastic students do much to promote a school's program to the general public.

### **PLEASE DO**

1. Supervise your children at **ALL** times. Children are **NOT** to be left by themselves.
2. Make sure the bulletin boards in and out of your classroom are used to display children's work with standards-based commentary and standards.
3. Make sure your classroom is:
  - (a) Free from litter
  - (b) Neat
  - (c) Attractive
  - (d) Well organized
  - (e) A place where children can work
  - (f) Bright and colorful - place where children want to be
4. Discuss your classroom procedures with your children and post in your classroom. Enforce rules equitably.
5. Use a pleasant voice when talking to children. Under no circumstances do we YELL or SHOUT.
6. Accept only a child's best work. PRAISE good work. Be positive. Set standards high and provide opportunities for children to meet these standards.
7. Handle Discipline  
Each certified teacher is responsible for handling discipline and, if necessary, to seek assistance for students who do not respond in acceptable ways. When children are sent to media, P.E., and special classes, the teacher the children are with is responsible for the discipline. Resource teachers are encouraged to discuss special behavior with homeroom teachers.
8. K-5 classroom teachers and/or paraprofessionals will be responsible for walking their students to P.E., Art, Media Center, lunch, bus, and recess. Have your children move in an orderly manner at all times.  
The following teachers will come to your classroom to get your children and return them at proper times.  
(1) Speech (2) EBD/SLD (3) MID, MOID, SID (4) EIP/Resource
9. Each afternoon please turn off your lights and lock your windows. Turn up your air conditioners to 77° and turn down your heater to 65°.
10. Teach children not to waste supplies. You set the example. Show them how to use glue, tape, paper, etc. conservatively.
11. Keep children under supervision inside the classroom, please do not place them in the hall unsupervised for any reason.
12. Model quality. Help children understand the objective of your lessons.
  - a. Are your examples clear and purposeful?
  - b. Are your board displays neat and well written?
  - c. Do you accept incomplete or sloppy work from students?
  - d. Do you help children to correct their own mistakes?
  - e. Do you practice the professional ethics that have been outlined in your handbook?
  - f. Do you model positive communication skills?
  - g. Do you follow directions?
  - h. Let your professionalism show in all you do. Set your standards high!

# SCHOOL TEACHER EVALUATION PLAN

The Randolph County Elementary School is committed to a comprehensive annual evaluation of all certified staff. The state mandated instrument – “TEACHER KEYS EFFECTIVENESS SYSTEM” is currently used.



The Teacher Keys Effectiveness System is a system of multiple measures, which together provides a stronger assessment of teacher effectiveness than each of the measures alone and then existing measures.

One major component is the Teacher Assessment on Performance Standards, which includes classroom observations and documentation of teacher practice to determine proficiency on the ten TAPS standards (1a). The student-completed Surveys of Instructional Practice provide perception data that is used by evaluators to inform rating of teacher performance on the standards (1b).

The second major component of the Teacher Keys Effectiveness System (TKES) is measures of student growth and achievement. These measures include Student Growth Percentiles (SGP's) for teachers of courses that have state assessments (2a) and Student Learning Objectives (SLO's) for teachers of courses that do not have state assessments (2b). These measures are designed to assess a teacher's effectiveness in increasing student learning in a specific course.

The overall Teacher Effectiveness Measure (TEM) (3) will be determined using an equally weighted combination of performance on the TAPS ratings and on the student growth measures.

Over time, as district and school personnel gain proficiency with this system, we expect to observe several changes in cultures, in practice, and in the resulting data.

- Lower performing teachers will be more consistently identified and then provided with professional development to support improving performance in areas of concern.
- An increased number teachers will become more proficient as a result of this individually targeted, effective professional development.
- Fewer lower performing teachers will be hired and/or retained in districts.

In order to provide a more comprehensive approach to evaluation, the following additional evaluative procedures could be implemented at Randolph County Elementary:

1. Additional classroom observations.
2. Provide for an external evaluator to do a classroom observation at a time to be agreed upon by the teacher and the evaluator.
3. Recommend RESA or other workshops designed to address the area of need.
4. Provide release time for teacher to observe other teachers.
5. Recommend appropriate staff development or college courses that would improve deficient areas.

## **FACULTY JOB DESCRIPTION GENERAL DUTIES AND RESPONSIBILITIES**

### **TEACHER DUTIES AND RESPONSIBILITIES**

- A. Follows professional practices consistent with Randolph County Elementary School and Randolph County Board of Education Policies in working with students, student's records, parents, and colleagues.
  - 1. Interacts in a professional manner with students and parents.
  - 2. Is available to students and parents for conferences according to system policies.
  - 3. Facilitates home-school communication by means such as holding conferences, telephoning, and sending written communications.
  - 4. Maintains confidentiality of students and students' records.
  - 5. Works with school administrators, special support personnel, colleagues, and parents.
- B. Complies with Randolph County Elementary School, Randolph County and Georgia Board of Education Policies.
  - 1. Conducts assigned classes at the times scheduled.
  - 2. Enforces regulations concerning student conduct and discipline.
  - 3. Is punctual and works required eight hour days.
  - 4. Provides adequate information, plans, and materials for substitute teachers.  
Includes substitute form and duty assignments.
  - 5. Maintains accurate, complete, and appropriate records and files reports properly.
  - 6. Attends required faculty, grade group and other assigned meetings. Excuses are only approved by the principal.
  - 7. Complies with conditions as stated in contract.
- C. Demonstrates professional practices in teaching.
  - 1. Models correct use of language, oral and written.
  - 2. Demonstrates accurate and up-to-date knowledge of content.
  - 3. Implements designated curriculum.
  - 4. Has weekly lesson plans available by 12:00 noon on Mondays for the week.
  - 5. Assigns reasonable tasks and homework to students.
- D. Acts in a professional manner and assumes responsibility for the total school program.
- E. Takes precautions to protect records, equipment, materials, and facilities.
- F. Assumes responsibility for supervising students in out-of-class settings according to the following guidelines:
  - 1. No sitting while supervising.
  - 2. No ongoing conversation with other teachers or students.
  - 3. Cover/monitor defined play area.
  - 4. Ensures that all gates are latched.
  - 5. Reports unauthorized persons according to policy.
  - 6. Reports playground equipment in need of repair.

The above duties and responsibilities of teachers at Randolph County Elementary School will be scored by exception on the Georgia Teachers Keys Effectiveness System (TKES) unless prior to the annual evaluation summary the teacher has:

- 1. Been notified in writing.
- 2. Received written documentation on each incident serving as the basis for the unsatisfactory annual evaluation summary; and
- 3. Had a conference with the administrator concerning the unsatisfactory performance. To receive an UNSATISFACTORY (Level I and/or Level II) on the TKES, BOTH of the following conditions must have been met:
  - A. Failed to perform a duty or responsibility which is a part of the employee's job description and local Board of Education Policies; or
  - B. Committed an act prohibited under local Board of Education or State Board of Education rules; or
  - C. Received written notification that the act was prohibited prior to committing the act; or
  - D. Had an opportunity for remediation, has failed to remediate the conduct, and has received notification of the subsequent deficiency.

## **PARAPROFESSIONAL DUTIES AND RESPONSIBILITIES**

**Paraprofessionals are a vital part of the instructional team.** They assist teachers in providing a sound educational program for all students. They also assist the school in maintaining integrity and continuity in educational philosophy and school system policies and procedures.

The work of paraprofessionals requires extensive knowledge of the school system as well as competence with the curriculum. It also requires professional ingenuity, patience, resourcefulness, and high standards of ethics.

A paraprofessional has responsibility for those specific functions delegated by certified personnel and takes independent actions only with the specific approval and/or instruction from the professional.

Behave in a professional manner.

Help children to practice academic and study habits.

Establish mutual respect with teachers, students and parents.

Treat all children fairly.

Follow the schedule and daily plan of the teacher(s) with whom they work.

**Teachers and paraprofessionals should work together as a team to help students learn and to assure students' safety.**

The team is to follow the rules listed below.

- Paras should be provided with a daily/weekly plan/schedule.
- Paras should supervise children closely (position yourself in such a way that you can see all the children.)
- Walk toward the middle or the end of the line.
- Paras will participate in providing duty-free lunch.
- Paras should adhere to a daily plan/schedule.
- Lunch: 30 minutes, preferably immediately following student lunch.
- Paras should channel all official business through the principal first.
- Paras should work with all other staff members for the betterment of the school and the success of the student body.
- Paras should refrain from discussing a student's progress with parents or others.
- Paras should follow workday times.
- Paras should stay in the classroom and follow the teacher's plans.
- Paras should report any incidence of hitting, kicking, bad language, or disrespect done by students to the teacher or discipline administrator.
- Paras must call the Principal and their teacher to let them know that they will be absent.
- Paras should eat breakfast prior to 7:15 a.m.
- Paras should be on duty by 7:15 a.m.
- Paras are to remain on campus until the students they are responsible for have been dismissed.

## **SECRETARY DUTIES AND RESPONSIBILITIES**

- Complete tasks assigned by administrators.
- Assist with answering the phone when needed.
- Process employee leave requests daily after they have been signed by the principal and prepare to send to the central office.
- Provide a list to the principal of personnel who have requested leave and secure substitutes/coverage.
- Prepare a monthly sick leave report and send it to the payroll office.
- Notarize as needed.
- Discipline data entry
- Other duties as assigned by administration.( ISS)

## **RECEPTIONIST/RECORDS CLERK DUTIES AND RESPONSIBILITIES**

- Answer phone.
- Assist signing in tardy students, writing bus passes, signing out students, calling students to the front and registering new students.
- Enroll/Withdraw students. Notify administrators and receiving teachers immediately when new students enroll/withdraw.
- Enroll student data into PowerSchool.
- Ensure all records and student information is accurate in records/PowerSchool.
- Keep records room/permanent records orderly.
- Monitor attendance and provide attendance reports monthly to administration, central office, etc. Prepare AST letters. Give a daily absentee list to administrators to check or call teacher's room ASAP. Instruction should not be interrupted.
- Alert administration of chronic absences/tardiness.
- Prepare bus passes to be picked up by grade levels. Front office will not deliver them.
- Other duties as assigned by administration.
- Put up mail

## **BOOKKEEPER DUTIES AND RESPONSIBILITIES**

- Answer phone
- Assist front office staff as needed with parents, signing students in/out, etc.
- Accounts receivable and payable (receipt money, purchase orders, print checks) etc.
- Accident reports/workman's comp.
- Maintain accurate purchase order files.
- Maintain accurate bank balances.
- Maintain financial reports/monthly board reports.
- Keep track of QBE expenditures/balances.
- Arrange picture dates, candy sales, and other fundraisers.
- Monitor snack inventory and place online orders for pick-up. Schedule club pick-ups for administrative designee.
- Notify grade chairs in August of the balance in their grade level funds through email.
- Prepare bank deposits. Deposits need to be made daily BEFORE 2:00.
- Bulletin boards in the main hall near the cafeteria.
- Fire Drill schedule and maintain records.
- Onsite event planner and caterer☺.
- Notarize as needed.

## **NURSE DUTIES AND RESPONSIBILITIES**

- Administer meds quickly and efficiently. NOTE: If a student does not show for meds by 8:15, you must go to them and administer the meds. Do NOT call them to your office.
- Maintain accurate medication logs.
- NO students should play or loiter in your office.
- Students should NOT have access to your phone, radio, supplies, or medication.
- Copies for staff should be approved by administration, accurately done in a timely manner on Monday/Wednesday/Friday. There should be no incomplete copying at the end of the day.
- Inventory bookroom supplies weekly and alert administration when supplies are running low.
- Ensure the bookroom is orderly and neat. Ensure trash is emptied and the floor is swept/mopped daily by the custodian.
- Check student records for accurate immunization records. Contact parents and ensure immunization records are submitted immediately. If you are unable to get them after 2 requests, turn it over to the administration.
- Update your bulletin boards each month.
- Lunch can be taken from 11:00-11:30. However, a sick child and/or medication is important. You must be available at ALL times.
- Keep personal phone calls/cell phone use to a minimum. Also, staff should not be sitting and visiting in your office during the work day.
- In the event of a serious injury to a child, notify administration immediately.
- When a student comes to you and is returned to class, please send a note with the student stating whether he/she is ok and what you gave them. Note the time as well.
- When notifying parents, do not give information about other students (i.e., what you think may have happened in an incident). Administrators will investigate and speak with parents.

## **CUSTODIAL DUTIES:**

**Area:** Gym, Bus Shelter, Playground, field, D-Wing (double doors from A-wing to double doors leading to Teacher Center and from double doors at bus shelter to double doors leading to E-wing).

**Expectations:** Clean bathrooms 2x daily and as needed (mop, scrub, etc.), wash windows, walls, doors, etc. as needed, sweep/mop halls daily and as needed, check areas throughout the day for trash, dirt, etc., check yard area for trash 2x per day, sweep all classrooms/office areas daily and as needed, mop classrooms 2x per month and as needed, sweep halls 2x daily and as needed, keep rugs at entrance areas clean, empty trash as needed, clean sinks and vents in classrooms. Radio must be on you and turned on at all times. Limit personal calls. No leaving campus unless it's an emergency; schedule business after 3:30. Assist others as necessary. Ensure all lights are off and that all windows, doors, and classrooms are secure at the end of each day. Keep the cleaning closet locked when you are not in the vicinity. Complete all other duties as assigned by administration.

## **CUSTODIAL DUTIES: Lakeshia Granger**

**Area:** C-wing (2nd and 3rd grade hallway, teacher center area, courtyard, breezeway connecting B/C wings).

**Expectations:** Clean bathrooms 2x daily and as needed (mop, scrub, etc.), wash windows, walls, doors, etc. as needed, sweep/mop halls daily and as needed, check areas throughout the day for trash, dirt, etc., check yard area for trash 2x per day, sweep all classrooms/office areas daily and as needed, mop classrooms 2x per month and as needed, sweep halls 2x daily and as needed, keep rugs at entrance areas clean, empty trash as needed, clean vents and sinks in classrooms. Radio must be on you and turned on at all times. Limit personal calls. No leaving campus unless it's an emergency. Assist others as necessary. Please cut off all lights, ensure windows, outside and inside doors are secured prior to leaving. Keep the cleaning closet locked when you are not in the vicinity. Complete all other duties as assigned by administration. Monitor/order supplies as needed, keep administration abreast of needed repairs, etc.

**CUSTODIAL DUTIES: Joann**

**Area:** A/B-wings (double doors by A-wing girls' restroom to end of B-wing hall, media center, front and side yards)

**Expectations:** Clean bathrooms 2x daily and as needed (mop, scrub, etc.), wash windows, walls, doors, etc. as needed, sweep/mop halls daily and as needed, check areas throughout the day for trash, dirt, etc., check yard area for trash 2x per day, sweep all classrooms/office areas daily and as needed, mop classrooms 2x per month and as needed, sweep halls 2x daily and as needed, keep rugs at entrance areas clean, empty trash as needed, clean sinks and vents in classrooms. Vacuum media center daily. Radio must be on you and turned on at all times. Limit personal calls. No leaving campus unless it's an emergency. Assist others as necessary. Please cut off all lights, ensure windows, outside and inside doors are secured prior to leaving. Keep the cleaning closet locked when you are not in the vicinity. Complete all other duties as assigned by administration.

**CUSTODIAL DUTIES: Mrs. Jacqueline Holmes**

**Area:** E-wing, outside area behind kindergarten, lunchroom, and bookroom.

**Expectations:** Clean bathrooms 2x daily and as needed (mop, scrub, etc.), wash windows, walls, doors, etc. as needed, sweep/mop halls daily and as needed, check areas throughout the day for trash, dirt, etc., check yard area for trash 2x per day, sweep all classrooms/office areas daily and as needed, mop classrooms/office areas 2x per month and as needed, sweep halls 2x daily and as needed, keep rugs at entrance areas clean, empty trash as needed, clean sinks and vents in classrooms. Radio must be on you and turned on at all times. Limit personal calls. No leaving campus unless it's an emergency. Assist others as necessary. Please cut off all lights, ensure windows, outside and inside doors are secured prior to leaving. Keep the cleaning closet locked when you are not in the vicinity. Complete all other duties as assigned by administration.

**DAWG POUND EXPECTATIONS (Administrators, Instructional Technology Specialist, Literacy Coach)****LEADERSHIP TEAM EXPECTATIONS**

- Be a cheerleader for the school. Being positive and kind to others matters.
- Attend meetings. Participate and contribute. Be punctual.
- Help each other and the grade level team. Don't assume.
- Focus on improving the school (School Improvement Plan)
- Problem solve; not a gripe and complain session.
- Treat each other and the staff with respect. Encourage; do not tear down; be honest.
- Share information from meetings with your team in a timely manner.
- Turn in requested information in a timely manner.
- Cross grade level planning and sharing ideas.
- Collaborative planning leader
- Meet twice a month

## Instructional Expectations at RCES

- A **VARIETY** of instructional practices are used: small groups (teacher/students, peer); DI (differentiated instruction); technology is incorporated; peer/teacher conferences; **I Do** (modeling by teacher), **We Do** (teacher & students model/practice), **Two Do** (practice with a partner/group) format, **You Do** (independent work); manipulatives; music; **NON-NEGOTIABLES**: opening/work time/closing; math performance tasks, etc.
- **REAL** engagement. Learning is relevant and engaging. Teachers and kids are moving and talking about the content/standards, taking ownership, really learning. Enthusiasm for what you do. Hands-on vs. worksheets all day.
- Students have a voice, make choices and decisions. Personalized learning.
- Rubrics are provided to guide students and students understand the rubrics.
- Standards, Performance Based Objectives (PBOs), and student work with commentary are posted and students can discuss what these are.
- Writing occurs daily in K-5<sup>th</sup>.
- DOK questions are meaningful and answers are valued.
- Ideas come from many sources, not just the textbook! Plan together and share ideas.
- Assessment persistent: **DATA** must drive our instructional practices. Balance success criteria and bump it up a level each time the standard is mastered.
- Data Wall in every classroom.
- Close Reads and Constructed Response occur daily in grades K-5<sup>th</sup>.
- Build positive relationships with students and colleagues.
- Provide positive reinforcements rather than punitive.
- RTI process is ongoing.
- See Instructional Framework (The Ripple Effect) on the next page
- Students need our full attention. Therefore, the use of cell phones for personal reasons at any time during the instructional day is **absolutely prohibited**.

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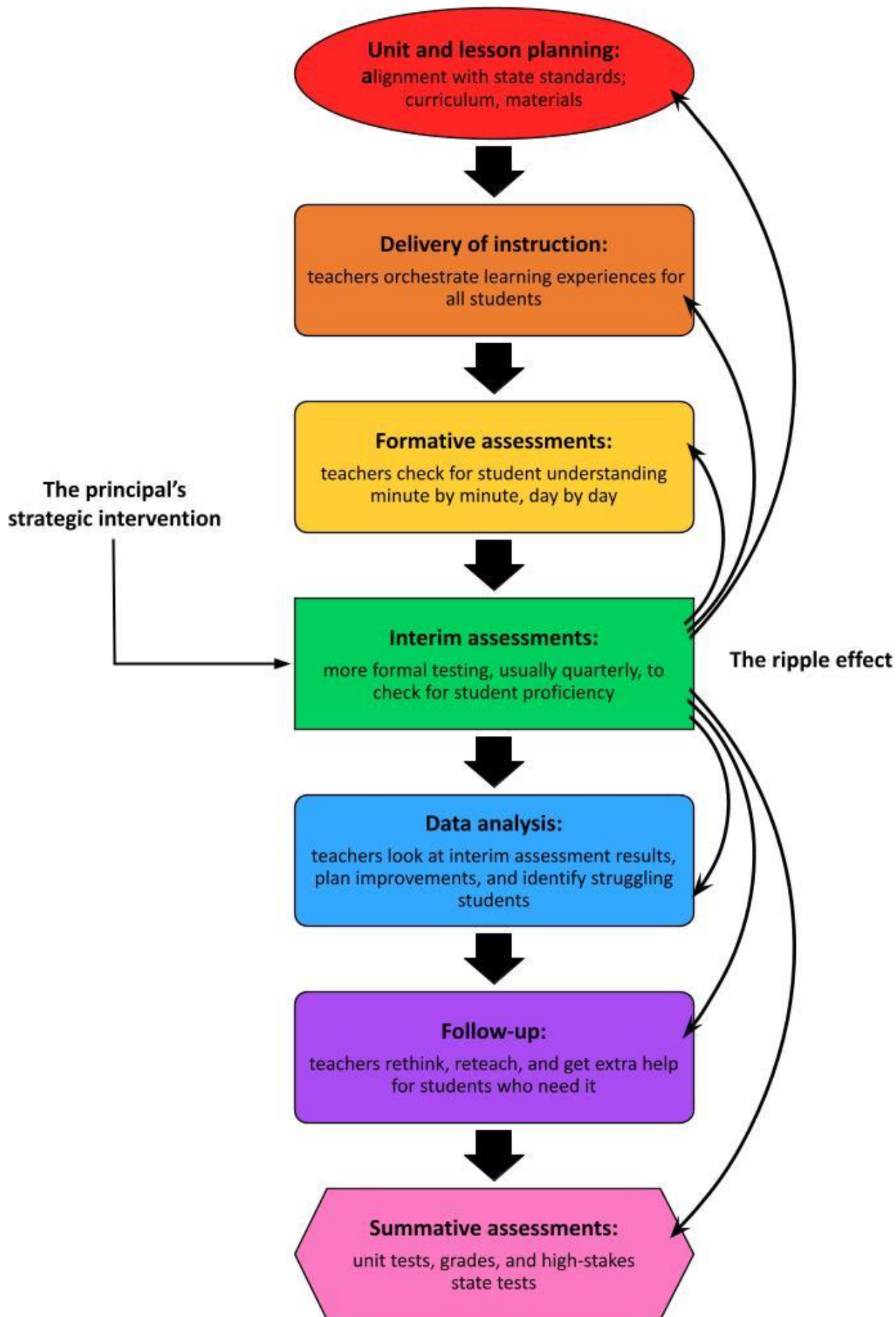
Staff Signature

Date



**Learning Knows No Bounds**





## GENERAL INFORMATION & DAILY SCHEDULE

Administrators	7:30 a.m. – 4:15 p.m.
Counselor	7:30 a.m. – 4:00 p.m.
Teachers	7:30 a.m. – 4:00 p.m.
*Tuesday (Collaborative Planning)	3:15 p.m. - 4:15 p.m.
* Wednesday (Leadership Team-biweekly)	3:15 p.m. - 4:00 p.m.
* Friday	7:30 a.m. - 3:15 p.m.
Paraprofessionals	7:15 a.m. – 3:15 p.m.
*Friday	7:15 a.m. – 3:15 p.m.
Secretary	7:15 a.m. – 3:15 p.m.
Records Clerk	7:15 a.m. – 3:15 p.m.
Bookkeeper	7:30 a.m. – 4:00 p.m.
Nurse	7:15 a.m. – 3:15 p.m.
Custodians	7:30 a.m. – 4:30 p.m. (30 min. lunch)

**NOTE:** Under the Labor Laws we cannot stay late after school. We must be out of the building by 4:00 p.m. daily on a normal workday. Exceptions made when activities/events are planned.

### STAFF SIGN-IN/SIGN-OUT PROCEDURES

All staff members are expected to sign-in and sign-out on the computer in the front foyer (or other designated area as assigned by an administrator).

### TARDINESS

Arriving on time is essential to the educational growth of students at RCES.

No doors will be unlocked. All employees are expected to use their district assigned fob for building entry. You must arrive early enough to sign-in and get to your post by 7:30 a.m. (7:15 a.m. if on early duty). Do not prop open any doors and/or open any doors for parents, kids, or colleagues. Please keep in mind that arriving on time will help promote the morale of our school family.

### STAFF LEAVE/ABSENCES

When you find it necessary to be absent from school, Mrs. Foster will arrange for your substitute. Complete your leave request form and turn it in to her. In case of an emergency, you should call the principal starting by 6:00 a.m. (229-395-2600).

Example of an emergency: thirty minutes before time to leave your child gets sick or you get sick.

**SICK LEAVE:** When sick leave is requested in advance, fill out the form and place it in the appropriate box in the principal's mailbox. If you *call in*, please complete the form upon your return to work and put it in the appropriate box in the principal's mailbox.

**ANY LEAVE:** Leave to be taken before or after a holiday is to be accompanied by a written request of explanation and permission for approval addressed to the Superintendent and administrator.

### PERSONAL LEAVE

Personal Leave **MUST** be requested at least 3 days in advance when possible. This form should be placed in Mrs. Price's box in the front office when presenting it for approval.

### PROFESSIONAL LEAVE

Requests should be made as far in advance as possible. This form should be placed in the appropriate box in Mrs. Foster's

office. A “Professional Development Form” along with a copy of the workshop, seminar, etc. you are attending must be attached to your leave request form.

### **LEAVING EARLY**

Approval to leave prior to normal workday scheduled leave time (4:15 p.m. teachers or 3:15 p.m. paras) must be obtained from an administrator. Staff members must not leave the campus without permission. Sign-out in the notebook located in the media center before leaving and upon returning. If asking to leave for personal or sick reasons, you will be required to submit a leave form. Although the administration is committed to working with each member of the faculty, employees are expected to hold requests to a minimum.

### **MISSED FACULTY AND/OR P.T.O. MEETINGS**

Throughout the year, there will be assigned P.T.O. and faculty meetings. If you have to miss a meeting due to a non-related school function, please submit a written explanation to the principal the following school day.

### **DAILY ATTENDANCE RECORDS**

Every school is responsible for keeping accurate attendance records for students. For expediency and accuracy each teacher is expected to complete attendance by 7:50 a.m. Attendance will be maintained on forms and on the Power School System. If you have questions concerning student absences please see the attendance clerk in the front office.

### **ATTENDANCE - STUDENT**

When a student is absent from your class, the absence should be considered unexcused unless the student brings an excuse from his or her parents within three days. The written excuse should be sent to the office with your attendance report.

Some examples of excused absences include: doctor/dental appointments, legal appointments, personal illness, serious illness, or death in the immediate family, special religious holidays and attendance at school approved activities. Unexcused absences include but are not limited to the following: oversleeping, missing the bus, babysitting, joining the family for vacation outings, and skipping school.

It is the policy of the Randolph County Board of Education that students who have more than 10 unexcused absences cannot be promoted. Students must be at school at least one half of the school day in order to be counted as present.

Daily reports such as money collected for pictures, ice cream, t-shirts, etc. must be documented on the Cash Report form and sent to/collected by the bookkeeper. These reports must be correct. Please do not hold/keep money in classrooms. Turn it in the day it is received.

### **TARDINESS – STUDENTS**

Homeroom teachers should notify office personnel when students report to their classrooms after the morning reports have been sent to the office so that these reports can be properly adjusted. A student is tardy if he/she is not in the classroom by 8:00 a.m. A snack will be provided. Students are never considered tardy when their bus arrives late.

### **ATTENDANCE OFFICER AND ATTENDANCE REFERRALS**

Teachers should make the INITIAL contact with parents or guardians for one or more of the following reasons:

- a. A child has missed 3 consecutive days.
- b. A child has a pattern of missing certain days. (Example: Every Thursday -- Every Monday)
- c. A child who misses at least one day a week.
- d. A child is habitually late.

If one of the above patterns continues AFTER contact has been made by the TEACHER, a referral should be made to the school counselor. The Attendance Referral Form should be completed and returned to the School Counselor’s box in the front office. The Parent Liaison and School Counselor will make home visits and contact school personnel with the results. The School Counselor makes referrals to administration as needed. She may also refer students to other agencies.

### **STUDENT PERMISSION TO LEAVE SCHOOL**

Students are not allowed to leave the school campus during the school day unless signed out in the school office by an authorized adult. Teachers should refer parents to the office before allowing a child to leave the room. Someone from the

office gives the person who is checking the student out a note authorizing the release of the student. **DO NOT RELEASE A STUDENT WITHOUT A NOTE.**

## **BUSES**

It is the teacher's responsibility to see that each child gets on his/her bus. Please walk your students to the buses. When a child misses a bus it is the teacher's responsibility to call someone to come get the child. **TEACHERS AND PARAPROFESSIONALS SHOULD NOT TAKE CHILDREN HOME.**

## **BUS CHANGE NOTES**

Parents requesting students to ride a different bus home or get off at a different location are required to write a note regarding permission. The note should be given to office personnel before 8:15 a.m. The student will receive a bus pass at the end of the day.

## **DAILY PROCEDURES**

### **MORNING ACTIVITIES**

Sign in and be in your classroom by 7:30 a.m.

Greet students at the classroom door

Complete attendance and other forms

Announcements

Quiet Moment of Reflection (school-wide)

Grade Level Motto

Pledge of Allegiance

School Motto: \*\*See page insert ("RCES Mottos") for your grade level's motto

Independent Reading, Skill Practice, MobiMax

### **PLEDGE OF ALLEGIANCE**

All students shall be afforded the opportunity to recite the Pledge of Allegiance to the Flag of the United States of America each school day.

### **MOMENT OF QUIET REFLECTION**

In compliance with Georgia law, at the opening of school on every school day in each public school classroom, the teacher who's in charge shall conduct a brief period of quiet participation of all the students. This moment of quiet reflection, for not more than 60 seconds, is not intended to be a religious service or exercise but shall be considered as an anticipated activity of the day. Teachers and administrators shall not suggest or imply that students should or should not use the Moment of Reflection for prayer, nor shall they deny to any student the right to use it for a moment of quiet prayer. Students and/or staff may not, under any circumstances, use the moment of quiet reflection to audibly pray - singularly or in unison.

## **UNINTERRUPTED INSTRUCTIONAL TIME**

We will assure you uninterrupted class time by using forms for classroom visits. Please re-direct people without a form. Teachers must get administrative approval if they plan to use any part of the school day for an activity that is not instructional.

- \*Exceptions:
1. School-wide activities (i.e. class parties)
  2. Activities planned by the administrators, committees, etc. (i.e. speaker from a candy sale; speaker from Boy Scouts; school pictures; parties)

## **CLASSROOM PARTIES, BALLOONS, FLOWERS, INVITATIONS**

Each class may have two (2) parties per year. The teacher will establish the details for the parties. Flowers and

balloons cannot be sent to the classroom or transported on the bus. Party invitations sent to school may not be distributed to students unless the entire class is invited or all of the boys or all of the girls are invited. Teachers may not provide student phone numbers or addresses. Parents should not send homemade food items for students. All birthday parties should be scheduled during 'Connections.'

#### **CLASSROOM VISITATION PROCEDURES (SUSPENDED UNTIL FURTHER NOTICE DUE TO COVID)**

An adequate amount of engaged, instructional time must be allocated in order to optimize student growth in reading, math, science, and social studies. For this reason the following procedures are being implemented to protect academic time and learning:

1. Parents or guardians who want to visit classrooms or consult with teachers must do so during the teacher's planning time, before school, or after school.
2. Parents or guardians who want to sit and observe in the teacher's classroom must have the visit approved by an administrator.
3. Parents or guardians are asked to refrain from picking students up early from class, especially if the student is a walker.
4. Parents or guardians who drop a package off at the school for their child must bring it to the front office. It will be delivered in a timely manner to the students. This includes book bags, clothing, books, etc.
5. Additional protocols will be in place during a pandemic.

Parental participation in your child's education is commendable; however, we want to ensure that your child is receiving optimal instruction with as few interruptions as possible. **NO VISITATIONS DURING A PANDEMIC**

Anyone arriving on the RCES campus to:

- a. Visit a classroom
- b. Volunteer in the classroom or media center (library)
- c. Remove a student from school
- d. Conduct business, etc. must sign in or sign student(s) out on the appropriate form located in the main (front) office. Upon signing in to visit or volunteer, the individual(s) will receive the appropriate pass to remain on campus.
- e. Additional protocols will be in place during a pandemic.

NOTE: We encourage parents/guardians and other visitors to visit our school; however, in the interest of protecting children, no visitor should be permitted in a classroom without a permission slip from the office. Please refer all visitors to the office if they do not have a permission slip (office pass). **NO VISITATIONS DURING A PANDEMIC**

#### **PARENT REQUEST FOR CONFERENCE**

If a parent calls the school for the purpose of talking to you, we will take all necessary information for you to return calls.

#### **PARENT TEACHER CONFERENCES (VIRTUAL OR VIA PHONE UNTIL FURTHER NOTICE)**

Randolph County School System has set aside three times throughout the year for the purpose of meeting with parents to discuss the academic and/or behavioral progress of their children. Conference information will be distributed by office personnel.. All teachers are expected to attend these meetings. It should be understood that teachers will schedule conferences as needed to benefit an individual student or to improve the overall classroom situation. Information should be handled in a confidential and professional manner. Each teacher should strive to make conferences as productive as possible. All parent contacts must be documented in Powerschool and or a communication log.

RCES encourages and solicits parent involvement in our school. Parents are asked to call the school to make an appointment for conferences with teachers, counselors, and administrators. Conferences may be held before or after school, or during a teacher's planning period. Parents may visit classrooms following the school's guidelines. The education of our students is most successful when it involves the teamwork of teachers, administrators and parents working together. **Parents are asked to be sure to schedule a conference prior to visiting the school.** Conferences can be scheduled by sending a note or e-mail to the teacher or by contacting them by phone.

## **STUDENT SAFETY**

Students are not allowed to move or transport equipment – including equipment on carts. Please do not allow K-2 students to use electrical outlets. Students in grades 3-5 should be taught how to plug and unplug equipment properly.

## **ADMINISTRATION OF MEDICATION**

The school nurse will direct the administering of all medication for students. Staff members are prohibited from providing or administering any medication, including Tylenol, to a child. Copies of the parent consent, physician's statement and the medication are kept in the main office. A designee will administer medication in the absence of the school nurse.

## **STUDENT INJURY/ILLNESS**

All serious injuries (significant bleeding, fractures, disfigurement, impairment of a body part, etc.) should be reported immediately to the nurse and principal and an incident report completed. In the event of an injury in which an insurance claim has to be filed, the adult on duty at the time of the injury will be asked to help complete information on the form. The adult on duty must complete an injury form and place it in the principal's box by 3:00 p.m. on the day the injury occurs.

Send all sick students to the nurse. She will determine if the student should go home. The nurse will notify the office if a parent is to pick up a child. If you should be asked to call someone to pick up a child, please write the child's name, your name, and the fact that someone is coming to pick up the child. Leave this form with office personnel.

## **HEAD LICE PROCEDURE**

If you suspect a child in your room has head lice, please send the child to the nurse. If the child has a positive check, parents will be notified by phone or letter. If possible, parents will be notified to pick the child up at school. The child is to be treated before he/she may return to school. If the child returns to school the next day, please send him/her to the nurse for a head check. If it is not evident the child has been treated, then he/she will be sent home to stay until parents return the child with proof of treatment. Teachers, please request a Parent Alert Letter to send home with all the children in your class.

## **STUDENT INFORMATION SHEETS**

Keeping correct and current student information is vital. Please get a completed information sheet from each child. Send home blank forms until you get a form back from each child. Copies will be made for teachers to keep in classrooms. Originals will be kept in the records clerk's office. As information changes during the year, please notify the records clerk so records may be kept current.

## **STUDENT WITHDRAWAL AND REGISTRATION**

Students who are withdrawing from school should be referred to the records clerk in the front office. A withdrawal form will be issued from the office and filled out by the student's teacher. This completed form will be GIVEN to the student as his OFFICIAL withdrawal notice. Report cards are to be given to students as they withdraw. HOMEROOM TEACHERS ARE RESPONSIBLE FOR INDICATING THE DATE OF WITHDRAWAL ON THE PERMANENT RECORDS. This must be done on the DAY OF WITHDRAWAL. The homeroom teacher should send the permanent folder and portfolio to the records office the following day. These folders will be copied, stored in a withdrawal file, and sent to the student's new school upon request.

All new students will be registered by office staff. Please complete a permanent record and portfolio when the student is placed in your room.

## **LESSON PLANS or LESSON PROGRESSIONS/WEEKLY OBSERVATIONS**

Comprehensive planning and preparation are vital components of effective instruction; therefore, lesson plans/lesson progressions should be available for review weekly.

### **PROCEDURE**

1. Lesson plans/lesson progressions are due by 12:00 noon on Mondays on the Google Drive..
2. Please integrate technology into your lessons as much as possible throughout the year.
3. Please be certain that your plan/progression for differentiated instruction is clearly identified

NOTE: Keep two (2) weeks of emergency plans clearly marked and accessible by the door. Label them "Emergency Plans".

### **SUBSTITUTE FOLDER**

Each teacher should have his/her substitute folder on his/her desk each afternoon.

The substitute folder should contain the following items:

1. Class Rosters, money collection instructions, etc.
2. Seating Chart
3. Daily Lesson Plan and Schedule
4. Procedures for:  
Special Area, Lunch, Recess/Break, Dismissal, Discipline
5. List of at least two (2) students who can be depended upon to help with classroom routine.
6. List of resources used.

### **COPIES**

Administrators will approve all applicable items (newsletters, parent memos, etc.) to be copied and sent out. \*Note: All newsletters/parent correspondence should be given to admin for approval by the close of business on Friday before they are sent home on Wednesday in the courier.

Copies will be made by the designated office staff. Days to be determined. Please plan ahead. NO last minute copies will be made in the front office. NO EXCEPTIONS!! ONLY AUTHORIZED PERSONNEL CAN USE THE BOOKROOM COPY MACHINE. Please allow 48 hours for copies to be completed.

### **FORMS**

All school-related forms are located in the front office. Please refer any concerns about forms to the main office.

### **CELL PHONES**

Cell phones should not be used for personal calls and text messaging during the instructional day or professional meetings/trainings. Cell phone usage during instructional time, in the cafeteria, common areas, and in the hallways is **prohibited**. Using the cell phones during instructional time and in the hallway to award PBIS points is acceptable.

### **STAFF MAIL**

Pick up your mail from your mailbox immediately after buses leave. If you are going to be absent, leave a note for your substitute or paraprofessional asking them to leave forms and memos on your desk for the next day. Prepare for the following day's activities.

### **TEACHER ACADEMY**

The Teacher Academy is provided for the convenience and comfort of the staff. Children are not allowed in this center. Please observe the following:

1. Participate in "clean-up" to maintain a pleasant atmosphere.
2. Keep visits brief.
3. Avoid discussing pupils, parents, co-workers and problems in this area.

## **TEXTBOOKS/ELECTRONIC DEVICES AND SUPPLIES**

Textbooks/electronic devices and supplies are to be checked out by assigned designee on duty. Teachers are responsible for checking out and issuing textbooks/electronic devices to students. Textbooks/electronic devices represent a major expenditure in the county budget. Strict control and supervision of books/electronic devices by all teachers is a necessity to insure maximum benefit from allotted funds. Prices of books/electronic devices may be obtained from administration or media specialist. Each teacher has textbooks/electronic devices for her/his classroom listed on the Textbook/Instructional Materials Inventory. Sometimes, teachers receive resources during the year which need to be recorded on this list. If you need your list, please see an administrator.

## **PROPERTY INVENTORY SHEET**

Each teacher will complete a Property Inventory and a Textbook/Instructional Materials Inventory on the appropriate forms. These inventories must be accurate and completed at least twice during the school year (dates will be provided).

## **PARKING**

Parking along the street in the front of the main building is prohibited. Staff parking is limited to the following areas: behind the cafeteria, the grassy area behind Kindergarten, at the bottom of the hill behind the bookroom, and the north side of the building NOT blocking the sidewalk. Please note parking in the semi-circle is prohibited with the exception of designated parking for Principal, Assistant Principal, Counselor, and Teacher of the Year, reserved parking, and front office staff ONLY. Please direct any questions to administrators.

## **SCHOOL-HOME COURIER**

The School-Home Courier communications folder has been instituted for the express purpose of keeping parents better informed about their children's weekly progress. The courier should be sent home every Wednesday. In addition, a parent is expected to sign, date, and return the courier the next school day. Teachers should contact parents as soon as possible whenever couriers are returned unsigned or if the student misplaces the folder. The parents' signature page should be kept on file in the classroom to support and document communication.

## **PERMANENT FOLDERS**

The permanent folder is the official document of a child's progress in school. It contains confidential information that must be safeguarded. Permanent folders MUST be kept up-to-date. Homeroom teachers are responsible for keeping these folders current each year. ALL teachers are encouraged to utilize the contents of these folders to help them know their students. Records CANNOT be removed from the records room. PERMANENT RECORDS MUST BE FILED ALPHABETICALLY AT ALL TIMES.

## **GRADE REPORTING & GRADING**

A record of each child's progress should be documented in a well-organized grade book. Recorded grades can be used to substantiate a decision for a particular 9 weeks grade assigned for a child. Teachers are responsible for maintaining accountable documentation for all grades assigned (including conduct). Grades should be based on thorough and defensible records of the quality of current work done throughout the grading period by the student. In addition, a portfolio of sample work (i.e., tests, writing reports, checklists, etc.,) should be maintained as part of the evaluation process. Grading should be related to the student's ability level and the level of effort.

## **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued every nine weeks. Grades, comments, and conduct for each nine weeks must be entered in PowerSchool by the dates given. Progress reports are sent home at mid-quarter (4 1/2 weeks) and on a special needs basis. Each teacher should follow guidelines for grading set forth in the grading policy for a grade level. Issue report cards to students who withdraw. Make a copy of the report card before giving it to the child, and put the copy in the permanent folder.

The grading scale is:

90-100 A

80-89 B

70-79 C

69 -> F

Tests will count for 35%, classwork will count for 60% and homework will count for 5% of a student's grades.



REPORT CARDS AND PROGRESS REPORTS MAY BE CHECKED BY ADMIN BEFORE THEY ARE SENT HOME. DO NOT issue report cards prior to the scheduled time.

### **PARENT SIGNATURES**

Please ensure all progress reports, report cards, courier signature pages and other important parent-student information is signed and returned in a prompt manner (1-3 days).

### **NINE WEEKS CELEBRATION**

The following awards will be given:

Student of the Month (by homerooms)  
Best Effort  
Zero Discipline Referral  
Perfect Attendance

### **HONORS DAY - END OF YEAR**

The GaDOE has ramped up the rigor and expectations and we must do the same. Please adhere to the following guidelines for Honors Day awards to be given:

- In order to receive an academic award, the student **MUST** be **ON GRADE LEVEL** in the classroom, and DIBELS Benchmark Assessments must be GREEN. Take into consideration Lexile scores, DIBELS results, and on grade level performance. If students **DO NOT MEET** these requirements, they **DO NOT** get an academic award.

The following awards will be given:

Academic Achievement*	Physical Fitness
Principal's Honor Roll*	Art
Regular Honor Roll*	CEIS labs
Highest Average in Core Academic subjects*	FLP lab
Discipline Free	Perfect Attendance

*\* denotes student must be on grade level to receive the awards*

### **PURCHASING**

All purchases must first be approved by the principal and then the bookkeeper. If this procedure is not adhered to, the purchaser automatically accepts financial responsibility for the purchase. Receipts must be given to the bookkeeper no later than one (1) day following the purchase.

### **FUNDRAISING**

Projects to raise funds at Randolph County Elementary must first be approved by the principal and then submitted to the Superintendent for approval. All staff members are expected to assist in endeavors to raise money for specified goals. Each grade level may request a maximum of two (2) fundraisers per year.

### **COLLECTION OF MONEY**

All funds collected by teachers **MUST** be turned over to the office daily. Teachers are not to keep funds overnight. No money should be collected for any reason without the knowledge and consent of the principal.

### **REPAIRS**

If you have anything in your classroom that needs to be repaired you must fill out a repair form online using the Help tab.

### **SUPPLIES**

See the nurse (Monday, Wednesday, and Friday) or the secretary (Tuesday and Thursday) if supplies are needed.

### **LOST AND FOUND**

All items found should be taken to the head custodian, the counselor, or front office.

## RESOURCE PEOPLE

A resource person is anyone in the community who is well informed on any particular topic that is being taught and who would be willing to visit with a class. Teachers are encouraged to seek out such individuals and utilize them whenever possible. The administration should be notified in advance when any resource person is to be used.

## ENDORSEMENTS BY SCHOOL PERSONNEL

No employee may endorse in writing or otherwise any periodical, book or product that is for sale to parents or students.

## MEDIA CENTER

The Media Center is open daily from 7:30 a.m. – 3:30 p.m.

## LAMINATING AND POSTER MAKING

Laminating and poster making will be done in the Technology Suite. Check with the media specialist for procedures for usage of these machines. Teachers and paras are responsible for laminating their materials.

## SCHEDULING MEETINGS

Please schedule meetings on the calendar in the office to avoid overbooking certain days.

## PROGRAMS

Each grade level is responsible for one (1) program during the school term. These programs are to be given at PTO if it is a meeting month. Check your PTO schedule for your grade level. All employees are required to attend PTO. ALL TEACHERS will be required to attend the Fifth Grade End of Year Celebration. Please plan accordingly.

## FIRE DRILL/TORNADO PLAN

You should ensure an updated plan is posted over your light switch. Administration will distribute updated information. Be sure to draw your evacuation route on your map. If you are new to the grade level, see the grade level chairperson for your evacuation route.

There will be a minimum of one scheduled fire drill each month. A fire drill diagram will be posted in each room. Everyone should be familiar with the procedures and route to take in case of fire. Know your safety plans.

**\*\*Remember:** 1 long continuous bell ring = fire; a series of short bells = tornado/severe weather.

## DUTIES AND DUTY STATIONS

Bookkeeper	Timer
Principal	Front of School monitoring and announces when everyone is clear and classes can return.
Secretary	A-Wing: ensures all classrooms/restrooms are clear. Announce once A-Wing has cleared the area
Records Clerk	B-Wing: stands at ramp and announces once B wing has cleared the area.
Custodian (Jivens)	B-Wing: ensures bathroom/classes are clear.
Academic Coach	C-Wing: stand at the east end of the hall so you can monitor the 2/3 hall and the TC hall and announces once C wing has cleared the area
Custodian (Holmes)	C-Wing: ensure all classes/restrooms are clear
Counselor*	D-Wing: (lunchroom hall) and ensure all classrooms/restrooms are clear announces when D wing has cleared the area, once your area is clear, Oliver exits to gym/playground area to help monitor
Nurse *	D-Wing: (Bookroom hall) and ensure all classrooms/restrooms are clear, once your area is clear, Slappy exits end of bookroom hall to help monitor that area *Dr. Wright covers both halls when Slappy is out (T/TH) and will stand in the bus shelter door area so that she can monitor D & E wings.
Head Custodian	E-Wing: (E-Wing hallway between K/1); ensure all classrooms/restrooms are clear and announce once E wing has cleared the area, exit end of K hall towards Andrew College to help Mr. Seymore
Custodian	unlock gate on days of fire drills, (corner of Gilbert Field and Highland) outside blocking traffic between RCES and Andrew College

Ms. Jenkins (Corner of bus drive and Andrew College) outside blocking traffic and will announce when E wing has cleared the area.  
P.E. Gym/Playground Area

### SNACKS

Snacks will be sold each day from 11:30 a.m. – 1:00 p.m. NO EXCEPTIONS! An adult must accompany students to purchase snacks. Students who come without an adult will be turned away. The adult will need to assist in selling snacks to the group they escorted.

### FOOD SERVICES - STAFF

We have arranged the master schedule so that all classroom teachers will have duty free lunches. However, please be reminded that teachers must escort their classes to the cafeteria and return to pick them up AT THE SCHEDULED times. Also, there are designated locations for staff consuming lunch. They are:

- the cafeteria,
- their classroom or
- the Teacher Center.

Please note the following policies that the cafeterias will be following for school year 2018-2019:

**BREAKFAST** Adult price \$1.50; General public \$3.00. Any adult who plans to eat breakfast at school must pay for the meal in the lunchroom and BE FINISHED by 7:30 a.m. NO EXCEPTIONS.

**LUNCH** Adult price \$3.50; General public \$5.00  
Meat/Meat Alternatives - \$1.50; French Fries - \$1.50; Vegetables - \$1.00; Fruit - \$1.00; Dessert \$1.00; Roll \$.50; Chef Salad \$3.00; Lettuce & Tomato w/Ranch (1) -\$1.50 Cup with 2 crackers; Tea or Lemonade - \$ 1.00 (free refills).

Any adult who plans to eat lunch at school must:

- a. Eat the meal from the regular meal bar or the salad bar. You may substitute.
- b. have CORRECT change, it's strongly urged.
- c. Refrain from having soft drink containers visible.

### CAFETERIA RETURNED CHECKS, SPECIAL FUNCTIONS, AND FIELD TRIPS

The bank has started charging the cafeteria \$15 for returned checks. We will charge the same for a returned check.

If you are planning a special function, please let the manager know so that they can prepare for this. If at all possible, please give as much advance notice as possible. If a teacher is planning a field trip, the cafeteria will need at least 2 weeks' notice prior to the trip.

### FIELD TRIPS

Grade level members are responsible for planning field trips and are the contact person. Field trips should be well planned and coordinated with classroom activities and curriculums. All field trips must be approved by the principal and the superintendent at least two weeks in advance. It is suggested that all trips be approved before money is collected.

Teachers are not to allow students to go on field trips unless the parent or guardian has signed a permission slip. Completed field trip request forms should be given to the (Bookkeeper) to finalize transportation with the Department Director and the (Lunchroom Manager). A head count for lunches provided by the cafeteria must be accurate. **Please finalize your count two (2) days in advance.**

### PARENTS ON FIELD TRIPS

1. We strongly encourage parents to participate with our field trip curriculum.
2. Students MUST ride the field trip bus to and from school sponsored events.
3. If a parent goes on the field trip, TEACHERS are in charge of discipline.
4. NO OTHER CHILDREN ALLOWED. Only one parent can ride the bus.

## PROCEDURES

1. Field trip plans are made by the grade level teachers and the request must be submitted by the Grade Level Chairperson or designee.
2. Field trip request forms are located in the front office. The request must be completed ten (10) school days in advance.
3. Permission slips must be obtained from the bookkeeper:
  - i. after trips are approved by the principal and the superintendent.
  - ii. no individual permission slips are to be developed.
  - iii. all teachers must use the standard school form.
4. Teachers must place a deadline on receiving permission slips from parents. **NO MONEY WILL BE ACCEPTED ON THE DAY OF THE TRIP.** All money and signed permission slips must be submitted two (2) days in advance to the bookkeeper.
5. The Grade Level Chairperson or designee must inform the lunchroom manager two (2) weeks prior to the field trip and must double-check with the cafeteria manager or assistant manager for food count two (2) days in advance. A head count for lunches provided by the cafeteria must be accurate.
6. Before loading bus(es) for field trips, please have all medication and permission slips in your possession. Take field trip student information folder on the trip. Send signed permission slips to the bookkeeper.
7. Payments for field trips are to be made by check. Always get a receipt. Get the check from the bookkeeper the day before or the day of the trip.
8. NO food other than sack lunches will be allowed.
9. Water will be provided for those with milk allergies or lactose intolerance if a note is sent by parents.

## VOLUNTEER SERVICES GUIDELINES

- Always sign-in in the main office upon arrival on campus.
- You must wear a volunteer badge.
- Classes begin at 7:50 a.m. and end at 2:50 p.m. each day.
- Students/volunteers are asked to follow the assigned schedule.
- The assigned teacher will provide students with tasks.
- The assigned teacher will evaluate your performance at the end of the quarter.
- Students and volunteers are encouraged to dress appropriately. Remember to dress in such a way that your attitude would be in the best interest of, and set an example, for all children on campus and the education profession as a whole. The following are considered *inappropriate attire* for the classroom setting:
  - Flip flops shoes
  - Short shorts (shorts not extending beyond the longest finger when hand is resting at one's side while in a standing position are considered too short)
  - Short dresses (dresses not extending beyond the longest finger when hand is resting at one's side while in a standing position are considered too short)
  - Midriff exposed (with or without arms raised and when bending)
  - Jeans with holes
  - Hair curlers

- Baring tank tops
  - Halter tops
  - Wet hair
  - Pajama pants or slippers
  - T-shirts with inappropriate messages
  - “Provocative’ clothing
- CONFIDENTIALITY: Because of the vast amount of confidential information involved in the work we do, it is necessary that we safeguard such information to avoid any harm to those we are entrusted to serve. Furthermore, IT’S THE LAW.
  - If a child should reveal information to you that may cause you harm, please report this immediately to the teacher.
  - Please work with all children on campus grounds. We do not encourage, nor condone, any ‘outside’ contact with the students.
  - Please remember that you are representing a program and/or organization. We encourage that you represent well.
  - Cell phone use is prohibited.
  - Report all problems to the School Counselor/Coordinator.

# RANDOLPH COUNTY ELEMENTARY SCHOOL

214 Highland Ave., Cuthbert, Georgia 39840  
(229) 732-3794 FAX (229) 732-6027

*Mrs. Traci Price*  
*Principal*

July 1, 2021

Dear Parents,

Outlined below are the promotion requirements for RCES. Our goal is to provide your child the best education possible. Please stay informed about your child's progress toward meeting the requirements below. Visit with teachers regularly during their planning or after school to stay informed.

## Promotion Requirements for Students

1. Students must pass both reading and math for the year.
2. Students must meet requirements as outlined in the GA Standards of Excellence (for more information on the GA Standards of Excellence, please visit [georgiastandards.org](http://georgiastandards.org) or you can come by the parent resource room and print a copy).
3. Students must meet requirements for DIBELS Next Reading and Math.
4. Kindergarten students must meet GKIDS requirements.
5. Third grade students must also pass the 3<sup>rd</sup> grade Reading GA Milestones.
6. Fifth grade students must also pass the Reading and Math GA Milestones.
7. Students must meet attendance requirements as outlined in the RCES handbook.

If you need further information on anything listed above, please come by and meet with the teachers or administrators. Together we can make great things happen.

*Traci Price*

Traci Price, Principal

To be **on grade level** in Reading for **Kindergarten** your child must meet the following requirements:

1<sup>st</sup> Nine Weeks:

2<sup>nd</sup> Nine Weeks:

3<sup>rd</sup> Nine Weeks:

4<sup>th</sup> Nine Weeks:

To be **on grade level** in Reading for **First Grade** your child must meet the following requirements:

1<sup>st</sup> Nine Weeks:

2<sup>nd</sup> Nine Weeks:

3<sup>rd</sup> Nine Weeks:

4<sup>th</sup> Nine Weeks:

To be **on grade level** in Reading for **Second Grade** your child must meet the following requirements:

1<sup>st</sup> Nine Weeks:

2<sup>nd</sup> Nine Weeks:

3<sup>rd</sup> Nine Weeks:

4<sup>th</sup> Nine Weeks:

To be **on grade level** in Reading for **Third Grade** your child must meet the following requirements:

520 Lexile or higher

To be **on grade level** in Reading for **Fourth Grade** your child must meet the following requirements:

740 Lexile or higher

To be **on grade level** in Reading for **Fifth Grade** your child must meet the following requirements:

830 Lexile or higher

# DISCIPLINARY PLAN AND CODE OF CONDUCT

The Randolph County Elementary School has adopted a code of conduct which serves as a guide to help students conduct themselves in a manner that is conducive to facilitating a healthy learning environment for them and other students at all times. These standards for behavior require students to respect each other and school district employees, to obey student behavior policies approved by the Board, and to obey student behavior rules established at each school within the district.

The school's primary goal is to educate, not to punish; however, when the behavior of an individual student comes in conflict with the rights of others, corrective actions may be necessary for the benefit of that individual and the school as a whole. Accordingly, students shall be governed by policies, regulations and rules set forth in the Code of Conduct. The Code of Conduct is effective during the following times and in the following places:

- At school or on school property at any time;
- Off school grounds at any school-related activity, function or event and while traveling to and from such events;
- On school buses and at school bus stops.

To accomplish this, the following goals have been established:

- Explain the responsibilities of students, parents, teachers, and administrators in creating and maintaining a safe, orderly and respectful school climate.
- Identify rules and expectations which apply to every classroom.
- To explain the basic grade level discipline system that all teachers will have in effect in their classrooms.
- Specify the administrative consequences that will be administered by the principal and assistant principal when students are referred for disciplinary action.
- Explain school/district actions in response to severely disruptive or illegal student behavior.
- Instill the fact that each individual must be responsible for his/her own behavior and must respect the person and property of others.
- Understand that each learner has a right to a learning environment free of chronic, disruptive behavior.

Student Responsibilities:

- Demonstrate a respect for self, others, and authority.
- Demonstrate responsible citizenship.
- Demonstrate an appreciation for and tolerance of human differences.
- Respect the guidance of school personnel who are in positions of authority: teachers, administrators, and any other staff member.
- Follow school and classroom rules and agreements.
- Respect the teacher's right to teach and to respect and protect the learning environment.
- Be honest, self-disciplined, and dependable.
- Be an active participant in academic activities.
- Respect the rights of fellow students.
- Conduct themselves in a safe and orderly manner in the halls, on the sidewalks, in the lunchroom, in the gym, and any other place on the school campus.
- Report any misconduct to the proper authorities.

Parent Responsibilities:

- Do all they can to help their children succeed in school.
- Respect the school officials and encourage their child to respect the guidance of school personnel.
- Become meaningfully involved in their child's education; e.g., monitoring performance, checking homework, signing required papers, attending conferences, expecting appropriate behavior from their child, etc.
- Follow through at home if teachers or school administrators need assistance in improving a student's academic performance or behavior.
- Model responsible and self-disciplined behavior at home in order to encourage responsible behavior at school.

Positive Consequences:

In an effort to accentuate the positive behaviors that occur at Randolph County Elementary, the following positive consequences will be modeled:

- Randolph County Elementary will recognize students for their strong work ethic, honorable values, and their willingness to be the best they can be, academically and behaviorally each nine-week grading period.
- Honor's Day is the culmination of our academic year where students are recognized for **on grade level** achievement in academics



and accelerated reader. Stents are also recognized for: art, physical fitness, CEIS labs, FLP labs, perfect attendance and good behavior.

- Each month, PBIS will recognize students who have been discipline-free in all areas (the bus, cafeteria, hallways, special areas, recess, labs, and the classroom).

#### Types of Misbehavior and Consequences:

In an effort to clarify types of misbehavior, the following behavior ranking system and consequences will be utilized. Parents and students should understand: All teachers have a specific classroom management plan and this plan is their first disciplinary resource. After teachers have exhausted their efforts and followed the entire procedures of their plan, the student will then be referred to the office. Exceptions to this plan include behaviors that call for an immediate, administrative response such as fighting, threats, or violation of tobacco/drug policy. The purpose of this student code of conduct is to make sure that our schools are safe and orderly, while providing the best possible learning environment possible for all of our students.

#### Misbehavior and Consequences:

- Lunch detention may be assigned by teachers or duty performing adults.
- Any time a student is placed in the Alternative Behavior Education (ABE) lab and a problem of inappropriate behavior arises, the student is sent home for a day of OSS (out of school suspension).
- Student will be held financially responsible for destruction of any property.

Also, students may be disciplined for conduct off campus which could result in the student being criminally charged with a felony and which makes the student's continued presence at school a potential danger to persons or property at the school or which disrupts the educational process.

The rules listed in this policy apply to the Randolph County School District. This list is not all inclusive, and a student committing an act of misconduct not covered by this policy will be subject to the discretionary authority of the principal. More severe punishment may be necessary in extreme cases.

The policy represents a progressive discipline process. Factors taken into account in determining dispositions include, but are not limited to:

- Student's history
- Degree of premeditation
- Age
- Disability
- Evidence
- Willingness to V. Rogers
- Seriousness of offense

**Because of these factors, punishment imposed may vary from student to student for the same offense. Federal and state laws and regulations that are in conflict with this Code or its application shall take precedence. All disciplinary action is subject to review and disposition under the discretionary authority of the Principal.**

## AUTHORITY OF THE PRINCIPAL

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly, or dangerous conduct covered or not covered in this Code, the principal may undertake corrective measures that he or she believes to be in the best interest of the student and the school, provided any such action does not violate school board policy or procedures. Only action taken by principals can be appealed to the Superintendent.

All consequences for offenses listed below are minimum consequences. Depending on the severity of the situation, school officials may apply stricter measures. An administrator has the discretion to determine the offense and the appropriateness of the consequence assigned. Misbehavior governed by the code may occur during school hours, outside school hours, on school grounds or campus, off school grounds or campus, at school-sponsored activities whether on or off school grounds/campus, and/or on school-sponsored transportation.

***\*\* Each time a student is given Alternative Behavior Education (ABE) lab or Out-of-School suspension the parent(s)/guardian must meet with a member of the school administration before the student may return to his/her regular classes.***

Students who repeatedly violate the various rules and regulations may be subject to disciplinary action more severe than the consequences specified for the individual offenses committed, up to and including suspension to a formal hearing and possible long-term suspension or expulsion

School **administrators** are authorized to take disciplinary action for misconduct which occurs:

- On the school grounds during or immediately before or immediately after school hours;
- On the school grounds at any other time when the school is being used by a school group;
- Off the school grounds at a school activity, function or event;
- Within a school safety zone.

Authority to take disciplinary action also extends to any off-campus non-school related action by students, at any time of the year, which has a direct and immediate impact on school discipline, the educational function of the school, or the welfare of students and staff. A student who has committed a criminal act while off campus is subject to disciplinary action and may be excluded from school. Such act could, but is not limited to, a felony, a delinquent act which would be considered to be felony if committed by an adult, an assault or misconduct of a serious nature. A student whose presence on school property may endanger the welfare and/or safety of other students or staff, whose presence may cause substantial disruption at school, is also subject to in-school suspension, and assignment to an alternative education.

The Superintendent fully supports the authority of principals and teachers in the school system to remove a student from the classroom pursuant to provisions of state law.

## SEARCH AND SEIZURE

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, lockers, or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

1. **Personal Searches:** A student's person and/or personal effects (e.g. purse, book bag, etc.) may be searched whenever a school administrator has reasonable suspicion to believe that the student may be in possession of illegal or unauthorized materials. If a search of a student's person is conducted, it will be conducted in private by a school administrator of the same sex (where applicable) and with an adult witness of the same sex present.

2. **Locker Searches:** Student lockers are school property. School authorities have the right to conduct periodic general inspections of lockers at any time without notice, without consent, and without a search warrant to assure that items contained are related to the school program. It is the responsibility of the student assigned to the locker to secure and be responsible for personal possessions and school property.

3. **Automobile Searches:** Vehicles parked on campus during the school day are required to be registered with the school and display the appropriate permit. The school retains authority to conduct routine patrols of student parking lots and inspections of the exterior of student auto-mobiles on school property. The interiors of students' vehicles may be inspected/searched whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols, inspections, and searches may be conducted without notice, without student consent, and without a search warrant.

4. **Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the legal authorities for ultimate disposition.

**Randolph County Elementary School**  
**Behavior Matrix—Flowchart Procedures for Correcting Behavior Violations**

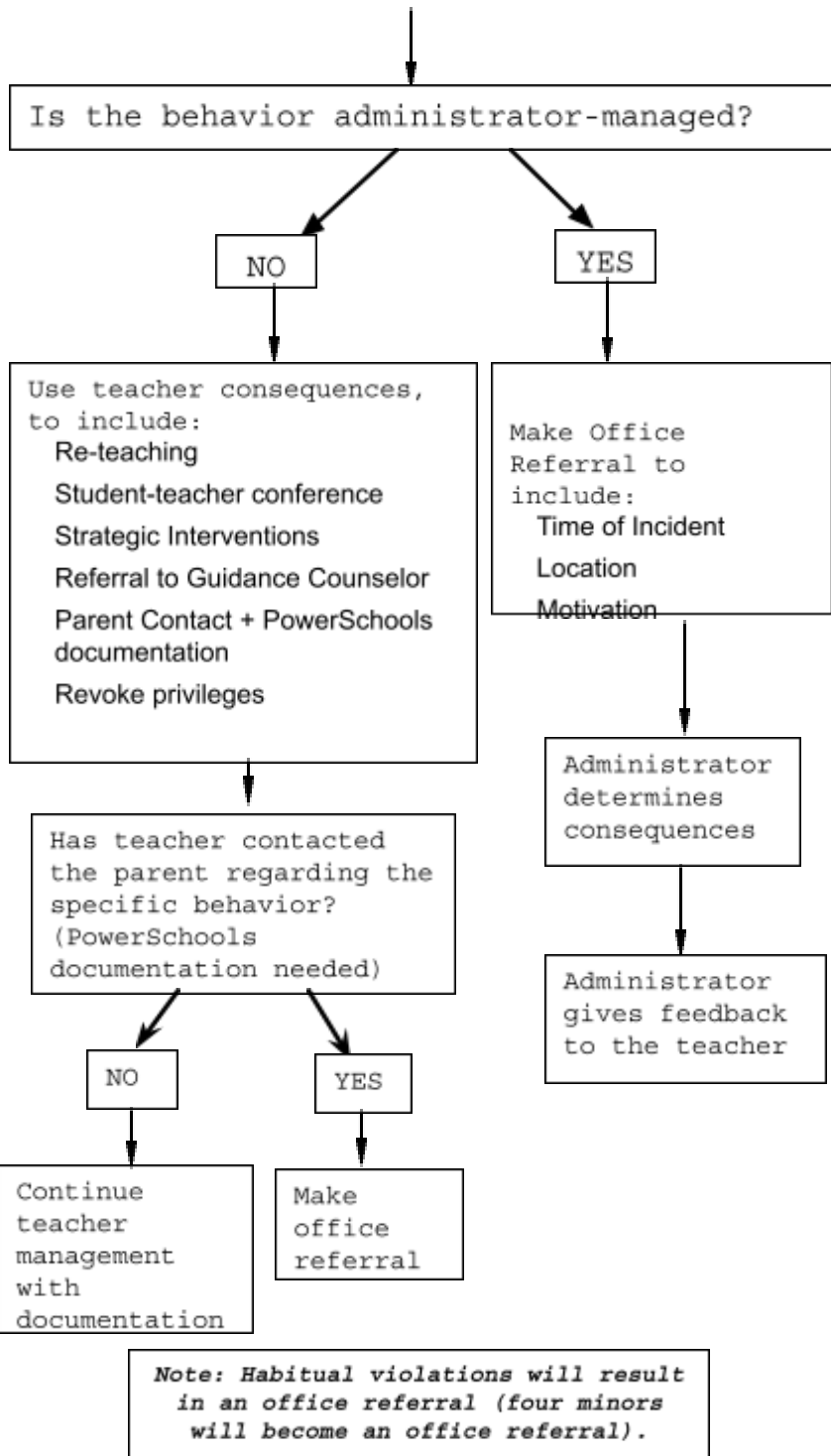
**Teacher Managed**

Observe Problem Behavior

**Administrator Managed**

Academic Dishonesty\*  
 Chewing Gum  
 Disruptive Conduct\*  
 Defiance/Willful Refusal\*  
 Insubordination (Disrespect to Teacher/Staff\*)  
 Dress Code Violation\*  
 Electronic Possession Violation  
 Non-Classroom Disruption (cafeteria/hallway)\*  
 Possession of Unapproved Items\*  
 Public Displays of Affection  
 Sleeping in Class  
 Tardy (to class)  
 Throwing Objects  
 Horseplay  
 Refusing to Complete task

*\* Certain behaviors will be categorized based on degree of the incident or number of infractions to determine teacher managed or administrator managed.*



Acts of Violence  
 Against a School Employee or Official  
 Bullying  
 Breaking/Entering Burglary  
 Bus Misconduct  
 Computer/ Internet Misuse (including accessing obscene/pornographic materials)  
 Repeated Disruptive Conduct\*  
 Fighting  
 Fire Alarm Activation  
 Gambling  
 Harassment (sexual, racial, or other)  
 Insulting (disrespect to teachers/staff\*)  
 Inappropriate Language (abusive or profanity)  
 Making False Reports Against School Employees  
 Out-of-Designated Area  
 Possession of Unapproved Items\* (alcohol, drugs, fireworks, tobacco products, weapon),  
 Repeated Offenses (four teacher managed issues becomes an office referral)  
 Robbery  
 Serious Bodily Injury  
 Sexual Offense (contact or exposure)  
 Skipping Class/School  
 Theft/Larceny  
 Terroristic Threat/ Intimidation  
 Trespassing  
 Vandalism

**REMEMBER :** *Every day is a new day, every day is a new opportunity, and every day is a new **chance**.*

- Behave in a responsible manner at school, on school buses, and at all school functions on or off campus
- Attend all classes, regularly and on time

- Prepare for each class; take appropriate materials and assignments to class
- Be well-groomed and dress appropriately
- Obey all campus and classroom rules
- Respect the property of others, including District property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of the Student Code of Conduct

Randolph County follows a progressive discipline plan. Students are given ample opportunities to correct the disruptive behavior. After the teacher has dealt with the behavior, if a student continues the behavior, the student will be written up on a “discipline referral form.” The school administration will then implement the “CODE of CONDUCT” consequences listed below:

#### **A. ALCOHOL**

A student shall not possess, sell, use, transmit, or be under the influence of any drug, alcoholic beverage, anabolic steroid, or intoxicant of any kind. (*Influence is defined as noticeably impaired behavior and/or obvious physical symptoms.*)

First Offense: 10 Days Out-of-School suspension from school pending a tribunal; parent contact, notification of law enforcement

#### **B. BULLYING**

The Randolph County Board of Education believes that all students can learn better in a safe school environment. Behavior that infringes on the safety of students will not be tolerated. Bullying, as the term is defined in Georgia law of a student by another student is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all schools within the school system.

Bullying is defined as follows:-

1. Any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; Any intentional display of force such as would give the victim reason to fear or expect immediate bodily harm; or
2. Any intentional written, verbal, or physical act, which a reasonable person would perceive as being intended to threaten, harass, or intimidate, that:
  - a. Causes another person substantial physical harm within the meaning of Code Section 16-5-23.1 or visible bodily harm as such term is defined in Code Section 16-5-23.1;
  - b. Has the effect of substantially interfering with a student's education;
  - c. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
  - d. Has the effect of substantially disrupting the orderly operation of the school.

Acts of bullying shall be punished by a range of consequences through the progressive discipline process, as stated in the Code of Conduct.

Upon a finding by a school administrator that a student has committed an act of bullying or is a victim of bullying, the administrator or designee shall notify the parent, guardian, or other person having control or charge of the student by telephone call or through written notice, which may be done electronically.

Students and parents will be notified of the prohibition against bullying and the penalties for violating the prohibition by posting information at each school and by including such information in the student/parent handbooks. Discipline for any act of bullying shall be within the discretion of the principal or principal designee, which may range from Alternative Behavior Education (ABE) lab, Out-of-School Suspension, or referral to the Disciplinary Tribunal.

First Offense: Three (3) days Alternative Behavior Education (ABE) lab; mandatory parent conference;

Second Offense: Three (3) days Out-of-School Suspension (OSS); mandatory parent conference;

Third Offense: Ten (10) days Out-of-School; referral to tribunal hearing; referral to law enforcement

#### **C. BUS VIOLATIONS**

Standing while the bus is in operation, rude/disrespect towards the driver, profanity, throwing objects, any misbehavior addressed in the Code of Conduct, or any misbehavior which creates an unsafe environment for the students or bus driver.

Riding the bus is a privilege not a right. Since the bus is an extension of the classroom, students are required to observe all rules; violations may result in suspension or revoked transportation privileges.

First Offense: Warning or one (1) to three (3) days ABE Lab, parent contact

Second Offense: Two (2) to four (4) days bus suspension, parent contact

Third Offense: Five (5) days bus suspension, parent contact

Fourth Offense: Administrative Discretion thereafter

#### **D. CLASSROOM/SCHOOL RULES AND PROCEDURES**

General rules and expectations will be determined collectively as we implement Positive Behavior Intervention Supports (PBIS) at the beginning of the school year. Rules and expectations will be distributed to parents within the first weeks of school. Students will be expected to know their role and perform their role as appropriate within each area of the school. Randolph County Elementary School personnel will spend time explaining and modeling expectations for students throughout the school year.

Examples of the failure to follow established school/classroom rules and procedures include:

1. Ignoring directives given by school personnel.
2. Displaying disruptive behavior or not following established rules in any area of the school including the lunchroom, media center, gym, computer lab, hallways, and at bus loading and unloading areas.
3. Chronic failure to have required materials/textbooks in class.
4. Failure to properly identify oneself or providing false information to faculty and/or staff.
5. Being in an "off limits area" of the school.

First Offense (referral): Administrative warning or one (1) day Alternative Behavior Education (ABE) lab; parent conference

Second Offense: Two (2) days Alternative Behavior Education (ABE) lab; parent conference

Third Offense: Three (3) days Alternative Behavior Education (ABE) lab; parent conference

Fourth or More Offense: Administrator's discretion which may include Out-of-School Suspension (OSS)

*\*Substantial disruption may lead to law enforcement referral\* Georgia Code Section 20-2-1181 states that "it shall be unlawful for any person to disrupt or interfere with the operation of any public school, public school bus, or public school bus stop as established by local school boards of education. Any person violating this Code section shall be guilty of a misdemeanor of a high and aggravated nature."*

#### **E. CYBERBULLYING AND SEXTING**

No student shall use a cell phone, computer, the computer network, the Internet, or any intranet by such activity as importing, exporting, viewing, distributing, printing, or creating inappropriate, illicit, or illegal materials including but not limited to pornography; any materials demeaning another person, or containing lewd, profane, or vulgar words, pictures, gestures, or actions; or any records, files, or materials to which the student should not have access.

"Sexting" or using a cell phone or other personal communication device to send text or e-mail messages or possessing text or e-mail messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function is strictly prohibited.

**Students must never send threatening/inappropriate messages, pictures and/or videos using electronic communication devices or the internet/intranet at any time.**

First Offense: Three (3) days Out-of-School Suspension (OSS); mandatory parent conference; referral to

law enforcement

Second Offense: Five (5) days Out-of-School Suspension (OSS); mandatory parent conference; referral to law enforcement

Third Offense: Ten (10) days Out-of- Suspension (OSS); referral to tribunal

#### **E. DISRESPECT TOWARDS AN ADULT**

Talking back “sassing”, intentionally arguing in a demanding or disruptive manner, or otherwise showing disrespect for any school personnel is unacceptable. Teachers/personnel (which include paraprofessionals, custodial staff, bus drivers, and nutritional staff) will refer questionable behaviors to the office for final determination by an administrator. Depending upon “level” of disrespect, the student may receive an alternate punishment for the first offense.

First Offense (referral): Administrative warning or one (1) day Alternative Behavior Education (ABE) lab; parent conference

Second Offense: Two (2) days Alternative Behavior Education (ABE) lab; parent conference

Third Offense: Three (3) days Alternative Behavior Education (ABE) lab; parent conference

Fourth or More Offense: Administrator’s discretion which may include Out-of-School Suspension (OSS)

*\*Blatant disrespect will result in immediate out of school suspension.*

#### **G. DRESS CODE**

Students are expected to abide by the dress code as listed in the student handbook. It will be strictly enforced. There is a positive relationship between an appropriate neat appearance and a conducive learning environment. Current safety issues are addressed by the dress code. The dress code is intended to be fair and equal in promoting rules which must be adhered to.

First Offense: Warning/referral to school counselor; change of clothes; placed in Alternative Behavior Education (ABE) lab until clothes are changed; parent contact

Second Offense: One (1) day Alternative Behavior Education (ABE) lab; mandatory parent conference

Third Offense: Three (3) days Alternative Behavior Education (ABE) lab; mandatory parent conference

Fourth Offense: Out-of-School Suspension (OSS); administrative discretion

#### **H. ELECTRONIC DEVICES/CELL PHONE USE DURING SCHOOL DAY**

Cell phones and other technology devices may only be used during class times at the direction of the teacher. Cell phones and other technology devices will only be allowed for instructional purposes in the classroom and will not be used for communicating via talking, texting or use of social media such as Twitter or Facebook **Any material stored or saved on confiscated cell phones may be searched by school officials.**

First Offense: Confiscate the device; administrator’s discretion

Second Offense: Confiscate the device; one (1) day Alternative Behavior Education (ABE) lab; only parent or guardian may pick up device

Third Offense: Confiscate the device; three (3) days Alternative Behavior Education (ABE) lab; only parent or guardian may pick up device

Fourth Offense: Confiscate the device; five (5) days Alternative Behavior Education (ABE) lab; only parent or guardian may pick up device

Fifth Offense: One (1) day Out-of-School Suspension (OSS); mandatory parent conference; will be

confiscated for the remainder of the school year.

*\*The School is not responsible for any article that is confiscated, lost, or stolen.*

If the cell phone is used during a standardized test, the student will be suspended from school, and the test will be invalidated. A student could face suspension, expulsion, or assigned to an alternate setting, if he/she uses the cell phone during a “drill”, lockdown, or other emergency situation. There is a ban on taking pictures or filming at any time in classroom, cafeteria, or hallways. Also, students are prohibited from taking pictures or filming any event or other happening that violates the discipline code of Randolph County Elementary School, i.e. extra-curricular activities.

#### **I. FAILURE TO COMPLY/REFUSING TO ACCEPT PUNISHMENT**

First Offense:	Two (2) days Out-of-School Suspension (OSS); mandatory parent conference
Second Offense:	Three (3) days Out-of-School Suspension (OSS); mandatory parent conference
Third Offense:	Five (5) days Out-of-School Suspension (OSS); mandatory parent conference
Fourth Offense:	Ten (10) days Out-of-School Suspension (OSS); referral to tribunal

#### **J. FALSE BOMB THREAT**

First Offense:	Five (5) Days Out-of-School Suspension (OSS); law enforcement contacted
Second Offense:	Ten (10) Days Out-of-School Suspension (OSS); law enforcement contacted; referral to tribunal

#### **K. GANG & GANG-LIKE ACTIVITIES**

There will be a zero tolerance for gang/gang-like activities on any school campus or school sponsored activity. Violators will be subject to immediate suspension or expulsion. Gang-like activity is any association, or group of three (3) or more persons associated by evidence of a common name or common identifying signs, symbols, tattoos, graffiti, attire, or other distinguishing characteristic. Co-mingling at school system sites or school related events is strictly forbidden. Individuals who engage in gang-related behavior (to include announcing ones affiliation with a gang) at school sites or school sponsored activities disrupt the educational process and promote an atmosphere where unlawful acts or serious violations of school rules may occur.

First Offense:	Three (3) days Out-of-School Suspension (OSS); mandatory parent conference; law enforcement contacted
Second Offense:	Five (5) Days Out-of-School Suspension (OSS); law enforcement contacted
Third Offense:	Ten (10) Days Out-of-School Suspension (OSS); law enforcement contacted; referral to tribunal

#### **L. HITTING/ BITING/SIMPLE BATTERY AND FIGHTING**

It shall be unlawful for any person or persons to engage in fighting. Fighting is a serious offense. Based on investigation and administrative discretion, students may be charged with affray, disruption of public school, battery, and/or assault regardless of who throws the first blow.

Fighting is prohibited at all school properties and activities (busses, bus stops, extra-curricular activities, etc.)

First Offense:	Depending upon severity of contact, administrative warning, Alternative Behavior Education (ABE) lab, and/or Out-of-School Suspension (OSS); parent notification/conference
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Second Offense:	Three (3) days Out-of-School Suspension (OSS), mandatory parent conference, mentor/counseling
Third Offense:	Five (5) days Out-of-School Suspension (OSS); counseling, mandatory parent conference
Fourth Offense:	Ten (10) days Out-of-School Suspension (OSS); referral to Tribunal

*NOTE: If a school system employee is hit, whether intentionally or not, during the process of breaking up a fight, the student will receive a minimum ten-day suspension. In addition, the student may be referred to a formal hearing.*

*NOTE: A legal complaint may be filed with the proper law enforcement officials at the discretion of the administration.*

#### **M. ILLEGAL DRUGS/ALCOHOL USE OR POSSESSION**

First Offense:	Ten days Out-of-School Suspension and referral to disciplinary Tribunal/Law enforcement
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#### **N. INAPPROPRIATE TOUCHING**

A student shall not display inappropriate expressions of affection such as kissing, holding hands, embracing, and petting, etc., while at school or at any school sponsored activity.

First Offense:	Warning; counseling; parent contact
Second Offense:	Three (3) days in Alternative Behavior Education (ABE) lab; mandatory parent contact
Third Offense:	Three (3) days Out-of-School Suspension (OSS); mandatory parent conference
Fourth Offense:	Five (5) days Out-of-School Suspension (OSS); mandatory parent conference

#### **O. INAPPROPRIATE SEXUAL BEHAVIOR**

A student shall not make sexual advances, request sexual favors or be involved in sexual conduct of any nature at school or any of its functions.

First Offense:	Three (3) days Out-of-School-Suspension (OSS); referral for counseling; mandatory parent conference
Second Offense:	Five (5) days Out-of-School Suspension (OSS); mandatory parent conference; (possible referral to tribunal; referral to law enforcement

#### **INDECENT EXPOSURE**

A student shall not violate the school's dress code and/or remove one's own or another's clothing or commit acts which offend against commonly recognized standards of good taste.

*Indecent exposure is defined as removing clothing items, pulling down pants, lifting skirts/dresses, wearing pants significantly below the waistline, or unzipping pants in public. Unzipping pants and/or pulling them down while wearing shorts underneath will be treated as indecent exposure.*

\* Penalty at the discretion of the administrator which may include counselor referral, Alternative Behavior Education (ABE) lab, Out-of-School suspension, or suspension for a formal hearing.

#### **P. MISBEHAVIOR IN ALTERNATIVE BEHAVIOR EDUCATION (ABE) LAB**

A student shall not act in a rude, disobedient, disrespectful, and/or insubordinate manner, causing a disruption, use of profanity, and/or failure to follow rules while in ISS.

First Offense:	Two (2) days Out-of-School Suspension; return to ABE lab after suspension; mandatory
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parent conference

Second Offense: Three (3) days Out-of-School Suspension; return to ABE lab after suspension; mandatory parent conference

Third Offense: Minimum Five (5) days Out-of-School Suspension (OSS); possible referral to tribunal; mandatory parent conference

#### **Q. NON-ATTENDANCE OF CLASS/SKIPPING/MISSING AN EXTENDED PERIOD OF TIME**

A student is in violation when s/he fails to be in an assigned place of instruction at the assigned time without a valid excuse or urging others to violate this rule.

First Offense: One (1) day Alternative Behavior Education (ABE) lab; mandatory parent conference

Second Offense: Two (2) days Alternative Behavior Education (ABE) lab; mandatory parent conference

Third Offense: Administrator's discretion

#### **R. PHYSICAL ASSAULT (Teachers, Administrator, other Personnel)**

Engaging in an assault on and/or battery of any school employee on or off school property. This includes touching, striking, pushing, or threatening the person, bodily or psychologically, and/or the property of any school system employee. (GA Code 20-2-753) Code Section (20-2-751.6) Relating to suspension policy for students committing acts of physical violence resulting in injury to teachers would be amended in: Subsection (a), (b), (c) to permit local boards to use disciplinary hearing officers or panels, in addition to tribunals,, to hear cases involving students committing acts of physical violence resulting in injury to teachers.

First Offense: Minimum ten days Out-Of-School Suspension (OSS). Student will be referred to a tribunal hearing with a recommendation for long term suspension or expulsion. A formal complaint will be filed with law enforcement

#### **S. SEXUAL HARASSMENT**

Sexual harassment means unwanted sexually oriented words or actions that hurt or humiliate people and it causes tension for others. It shall be a violation of this policy for any student or any member of the district staff to harass a student through conduct or communication of a sexual nature as defined below. Unwelcome sexual advances, request for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to a student or when made by any student to another student or system employee constitutes sexual harassment when: Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's education. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creates an intimidating, hostile, or offensive academic environment. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications
- Unwelcome touching
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
- Sexual harassment is a kind of discrimination. It means that someone is treated differently because of his or her sex. It is behavior or words that:
  - are directed at a person because of his or her sex
  - are uninvited, unwanted, and unwelcome
  - cause a person to feel uncomfortable or offended

- create an environment that makes learning difficult
- are pervasive and ongoing.

Any person who alleges sexual harassment by a staff member or student in the school district may complain directly to a principal, assistant principal, guidance counselor, or other individual to receive such complaints. Filing of a complaint or otherwise reporting sexual harassment will not reflect upon the individual's status nor will it affect future employment, grades, or job assignments. The right to confidentiality, both of the complaint and of the accused, will be respected consistent with the Board's legal obligations, and with the necessity to investigate allegations of misconduct and take corrective action when this conduct has occurred.

All allegations of sexual harassment shall be fully investigated and immediate and appropriate corrective or disciplinary action shall be initiated. Appropriate documentation shall be maintained on all allegations of sexual harassment. A substantiated charge against an employee shall subject such person to disciplinary action, including discharge. A substantiated charge against a student shall subject that student to disciplinary action including suspension or expulsion. Additionally, in all cases a report of sexual harassment will be reported to the system's Title IX coordinator. It is the policy of the Randolph County Board of Education to maintain a learning environment that is free from sexual harassment. It shall be a violation of this policy for any member of the district to harass a student through conduct or communications of a sexual nature as defined.

First Offense: Three (3) days Alternative Behavior Intervention (ABE) lab; parent conference

Second Offense: Minimum Five (5) days Out-of-School Suspension (OSS); referral to tribunal; referral to law enforcement

#### **T. SMOKING/POSSESSION OF TOBACCO PRODUCTS**

The use of or possession of tobacco on school campus and/or property is not permitted. Students who are under school supervision (club meeting, field trips, club trips/activities, sports activities, etc.) shall not use or possess tobacco in any form. This includes all school related activities that meet inside school facilities or sponsored by an organization of the school meeting elsewhere. In addition, cigarettes, lighters, or matches should not be brought to school.

Electronic Smoking Devices/Vaping will not be permitted on campus at any time. "Electronic Smoking Device" means any electronic device, the use of which may resemble smoking, which can be used to deliver an inhaled dose of nicotine or other substances to the user. "Electronic Smoking Device" includes any such electronic smoking device, whether manufactured, distributed, marketed, or sold as an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen or any other product name or descriptor. Possible referral to law enforcement and immediate suspension.

First Offense: Confiscate items; mandatory parent contact; three (3) days Alternative Behavior Education (ABE) lab

Second Offense: Administrative discretion

#### **U. THREATENING, HARASSING, AND/OR INTIMIDATING ANOTHER STUDENT**

No student shall threaten and/or intimidate another student: This includes touching, pushing, or threatening the person bodily or psychologically. Possible referral to law enforcement

First Offense: Three (3) days Alternative Behavior Education (ABE) lab; mandatory parent conference

Second Offense: Five (5) days Alternative Behavior Education (ABE) lab; mandatory parent conference

Third Offense: Three (3) days Out-of-School Suspension (OSS); mandatory parent conference.

Fourth Offense: Minimum Five (5) days Out-of-School (OSS); possible referral to tribunal

#### **V. VERBAL ALTERCATION/ABUSE (STUDENT)**

First Offense:	Three (3) days Alternative Behavior Education (ABE) lab; mandatory parent conference
Second Offense:	Five (5) days Alternative Behavior Education (ABE) lab; mandatory parent conference
Third Offense:	Three (3) days Out-of-School Suspension (OSS); mandatory parent conference
Fourth Offense:	Five (5) days Out-of-School Suspension (OSS); mandatory parent conference

#### **W. VERBAL ASSAULT (TEACHERS, ADMINISTRATOR, AND OTHER PERSONNEL)**

First Offense:	Three (3) days OSS; law enforcement called; mandatory parent conference
Second Offense:	Minimum Five (5) days Out-of-School (OSS); parent contact; law enforcement called; referral to tribunal

#### **X. VULGAR/OBSCENE LANGUAGE (In General Conversation)**

First Offense:	One (1) day Alternative Behavior Education (ABE) lab or administrative warning, parent contact
Second Offense:	Two (2) days Alternative Behavior Education (ABE) lab; parent conference
Third Offense:	Three (3) days Alternative Behavior Education (ABE) lab; mandatory parent conference

**Profanity made to or directed towards any adult will result in immediate out-of-school suspension.**

#### **Y. WEAPONS/FIREARMS/EXPLOSIVES (Handgun, Knife, Rifle)**

Possessing a dangerous instrument or weapon on school property or at a school event is prohibited. A student shall not supply, possess, handle, use, threaten to use or transmit any weapon or any other tool or instrument capable of inflicting bodily injury and intended for use as a weapon, in a school safety zone, at a school building, school function, or on school property or on a bus or other transportation furnished by the school. A “weapon,” “tool” or “instrument” means and includes by way of illustration but is not limited to the following items: any pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, stun-gun, laser gun, pellet or BB gun, “look alike” firearms, or any weapon designated or intended to propel a missile of any kind, whether loaded or unloaded; any dirk knife, Bowie, lock-blade, hunting, pen, pocket, switchblade, utility, ballistic knife, or any knife of any size whatsoever; any straightedge, regular, retractable or other razor or razor blade whatsoever; chain spring stick, nightstick, pipe, or studded or pointed bracelets; metal brass or other artificial knuckles, blackjack, any bat, club, ax handle or other bludgeon-type weapon; any “martial arts” device, including any flaying instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely, nunchuck, dart, throwing star, fighting chain, Chinese star, or any disc of whatever configuration having at least two points or pointed blades which is designed to be thrown or propelled; or any tool or instrument which school staff could reasonably conclude as being a violation of the intent of this policy.

A student is deemed to be in possession of an illegal and/or banned item(s) under this policy when such item(s) is/are on the person of the student, in the student’s possession, in the student’s locker, in the student’s vehicle on school property or on property being used by the school, at any school function or activity or any school event held away from the school.

First Offense:	Ten (10) Days Out-of-School Suspension (OSS); referral to tribunal; notification of law enforcement
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## **DISCIPLINE POLICIES**

This section of the Randolph County Schools – Student and Parent Handbook outlines and addresses policies and procedures that govern the daily activities of students, teachers, and administrators. Described in this section are the more common disciplinary measures used by teachers and administrators and the relevant procedures followed whenever such measures are required. Questions regarding any portion of this section of the handbook should be directed to the school’s administration.

#### **Non-Discrimination Policy**

As required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, Randolph County School System does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. For additional information or referral to the appropriate system coordinator, contact the superintendent's office at 98 School Drive, Cuthbert, Georgia 39840 or call 229-732-3601.

Students and employees will not be subjected to retaliation for reporting such harassment or discrimination. A copy of the discriminatory complaints procedures under Randolph County School District Policy GAAA/JAA (Equal Opportunity/Discriminatory Complaints) or under Policy IDFA (Equity in Sports) is located in the school district policy manual that is available online or at the central office.

#### **A. Alternative Behavior Education (ABE) lab**

Alternative Behavior Intervention (ABE) lab is a means of working with students who are a discipline problem by removing them from their regular classroom setting without removing them from school. The program is not to replace any of the workable means of school discipline used by the teacher, nor is it to be considered a final solution to the most critical discipline problems, but is utilized to enhance the overall school discipline atmosphere.

##### Purpose of Alternative Behavior Intervention (ABE) lab

The purpose of the Alternative Behavior Intervention (ABE) lab is (1) to provide alternatives for dealing with student misconduct other than removal from the academic setting (Out of School Suspension); (2) To reduce the number of suspensions by providing assistance to students in positive modification of behavior that usually leads to suspension; (3) To allow a student to continue his academic progress while preventing him from being in contact with his peers until his behavior improves; and (4) To provide opportunities for the in-school suspension student to examine his/her system of values in relationship to the values of the school and society at large.

After admittance to Alternative Behavior Intervention (ABE) lab, the student will continue his/or her academic studies and must complete all work assigned by the subject matter teacher (as determined by the Alternative Behavior Intervention lab personnel) before being released from ABE.

#### **B. Out of School Suspension**

The purpose of out of school suspension is to completely remove, from the school for a temporary period of time, any student whose misbehavior or other violation of the school's discipline code creates a danger to others, is disruptive to the learning environment, is severe in the discretion of the school's administration, or follows a pattern of behavior that has been previously addressed by other disciplinary interventions. Additionally, a student who, when involved in a disciplinary conference, becomes belligerent or insubordinate may be suspended out of school. Parents or guardians are notified each time a student is suspended out of school.

Before implementing a suspension, a student has the right to a conference with the school's principal (or designee) and the reporting teacher. In this conference, the charges against the student will be explained. If the student denies responsibility or guilt, the evidence against the student will be outlined. The student will have an opportunity to offer his/her version of the event in question. In appropriate circumstances, students may be referred to a student disciplinary tribunal with a recommendation for long-term suspension or expulsion.

#### **C. Personal Searches**

A student's person and personal effects (purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it shall be in private by a school official of the same sex and with an adult of the same sex witness present.

When a school official has reason to believe that a student is in possession of an item imminently dangerous to the student or others, a more intrusive search of the student's person may be immediately conducted. Such searches shall be conducted in private by a school official in the presence of another adult witness of the same sex, and only with the approval of the superintendent or a designee.

The Randolph County School System reserves the right to use unannounced "walk through" searches, "hand-held" metal detectors, and "drug-sniffing" dogs at any school function, including activities which occur outside normal school hours or off the school campus. Students are notified that these metal detectors will be used at the discretion of administrators.

## **D. Search and Seizure Policy**

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may search a student, a student's locker, or a student's automobile and seize any illegal, unauthorized, or contraband materials discovered in the search. As used in this policy the term 'unauthorized' is defined as any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission, or process of the school, or any item described as unauthorized in published school rules.

## **E. Student Complaints and Grievance Hearing Procedures**

For the purpose of conducting certain student discipline hearings, as defined below, rendering a decision and imposing punishment, the Board of Education hereby adopts the following procedures:

1. The Superintendent shall convene a hearing in the following cases:
  - a. Where a student has committed an alleged assault or battery upon a teacher, other school official or employee, if such teacher or other school official or employee so requests;
  - b. Where a student has violated any school or system rule or engaged in any other act of misconduct or insubordination for which the student's principal recommends a suspension or expulsion longer than ten school days.
2. The Board of Education hereby designates its administrative staff to serve as members of hearing tribunals. When the principal of a school or his or her designee refers a student to the Superintendent or his or her designee for a hearing as described in paragraph 1, the Superintendent or his staff shall choose three of these members to serve as the hearing tribunal. No member of the hearing tribunal shall be a member of the staff at the school which the student attends.
3. Whenever a principal or his or her designee refers a student discipline matter to the Superintendent or his or her designee, the Superintendent or his or her designee shall send a letter by regular or certified mail to the student and his or her parents or guardians containing a statement of the time, place and nature of the hearing, a short and plain statement of the matters asserted and charges against the student, a list of potential witnesses, a statement setting forth the right of the student to present evidence, cross-examine witnesses and be represented by legal counsel. The hearing must be held no later than ten school days after the beginning of the suspension unless the school system and parents or guardians mutually agree to an extension.
4. The school principal or his or her designee shall be responsible for presenting evidence in support of the charges against the student and all parties shall be afforded an opportunity to present and respond to evidence and to examine and cross-examine witnesses on any and all issues. Any teacher who is called as a witness by the school system shall be given notice no later than three days prior to the hearing. The hearing tribunal shall have made a verbatim electronic or written record of the hearing. This record shall be available to all parties but the cost of transcribing such record shall be borne by the party requesting the transcript.
5. The hearing tribunal shall render a decision finding whether the student committed the offense and, if so, the appropriate punishment. The decision of the hearing tribunal shall be based solely on the evidence received at the hearing, including any evidence presented by either party relevant to the appropriate punishment to be imposed. The hearing tribunal shall render a decision in writing within ten days of the close of the record and shall furnish a copy of the decision to the student, his or her parents or legal guardians, the principal or his or her designee and the Superintendent. The decision of the hearing tribunal shall be final and shall constitute the decision of the Board of Education unless either party should appeal the decision to the Board of Education. In any case where the tribunal finds that the student has committed an act of physical violence as that term is used in O.C.G.A. 20-2-751.6, any recommendation of the tribunal as to when and whether the student may return to school in accordance with the code section shall constitute the decision of the Board of Education unless there should be an appeal of the decision to the Board.
6. In the event a student or his/her parent does not wish to contest the charge(s) of violation(s) of the discipline rules of the school's code of conduct for which a tribunal has been requested, the student and parent may voluntarily accept the consequences prescribed by the school by signing a Waiver of Disciplinary Tribunal Hearing form. Such waiver shall specify the rule violation; the date and description of the incident, the prescribed consequences, and an agreement to waive the opportunity to participate in a tribunal hearing, present evidence, cross examine witnesses, and be represented by an attorney. The decision to waive the tribunal shall be final and cannot be appealed by the school or family. The waiver must

be signed by the student, a parent, a school administrator and a district level administrator from the Superintendent's office, who shall act as hearing officer with authority to approve the disciplinary consequences set forth in the waiver.

7. Any party may appeal the decision of the hearing tribunal to the Board of Education by filing with the Superintendent a written notice of appeal within twenty days from the date the decision is rendered. Such notice of appeal shall set forth the decision of the hearing tribunal and the basis of the appeal. Any decision of the hearing tribunal not appealed in this manner shall be final. The Superintendent may suspend the disciplinary action imposed by the hearing tribunal pending the outcome of the appeal.
8. The Board of Education shall review the record of the hearing before the hearing tribunal, the decision of the hearing tribunal and the notice of appeal and shall render its decision in writing within ten days from the date it receives the notice of appeal. The decision of the Board of Education shall be based solely on the record before the hearing tribunal and the Board shall not consider any other evidence in ruling on the appeal. The Board may find the facts to be different than those found by the hearing tribunal and the Board may change the punishment, in accordance with state law. Any decision of the local Board may be appealed to the State Board of Education by filing an appeal, in writing, within thirty (30) days after the local Board renders its decision.
9. Any student subject to a disciplinary hearing who withdraws from the school system prior to the hearing must appear before a Disciplinary Hearing Tribunal to determine the student's eligibility to return to the school system in the event the student ever seeks to return to the system. Alternatively, the school district may, in its discretion, proceed with the tribunal in accordance with Board policy despite the student's withdrawal from school.

# **DISCIPLINE PROTOCOL FOR EXCEPTIONAL EDUCATION**

**2019-2020**

1. Define problem (Be specific)
2. Major infractions
  - a. Automatic referral (any violation that calls for an immediate, administrative response such as fighting, threats, or violation of tobacco/drug policy).
3. Minor infractions
  - a. Notify case manager/Ex Ed director/another Ex Ed teacher – documented in writing
  - b. Contact parent – (contact made by primary teacher & case manager)
  - c. Strategies from case manager given to teacher – documented; If assigned - outside agency will be notified of excessive behaviors
  - d. Repeat B ( as often as needed or until given other instructions from Administrator/Ex Ed Director)
  - e. Mandatory Parent Conference – parent, child, case manager, administrator, Ex Ed director, teachers (all that apply or are available)
  - f. IEP/Manifestation/FBA/BIP
  - g. On-going documentation – are strategies working (BIP), documentation of strategies being used
  - h. Time-out in different Ex Ed teacher's classroom when warranted – must be approved by administrator /Ex Ed director
  - i. Office referral (detention, ISS, OSS, will be used on as-needed basis)
  - j. We will use time-out at home; 1/2 day at home; Saturday school; participation in tutorials; during the day safety-nets as means of make-up/catch up when possible due to being removed from classroom for discipline issues

***Dr. Tosha Middlebrooks, Director  
Exceptional Education  
(229) 732-2278***





# SCHOOL SAFETY LAWS

In addition to everyday laws enforced in your community, which include schools, the State of Georgia has specific laws that apply directly to the school safety zone. By enforcing stricter penalties, these laws help schools to enforce rules that contribute to the overall safety of the school.

**OCGA 20-2-1180: Loitering in a School Safety Zone.** This statute requires visitors of a public or private school to check in at the designated location and give the reason for their visit. Use this law to stop gang members, drug dealers or other dangerous groups from operating near your school.

**OCGA 20-2-1181: Disrupting a Public School.** Removing disorderly individuals can help control dangerous behavior. This code section provides that any person who disrupts or interferes with the operation of a public school shall be guilty of a misdemeanor of a high and aggravated nature. Among other things, this is widely used for bomb threats.

**OCGA 20-2-1182: Persons Other Than Students Who Insult or Abuse Teachers in the Presence of Pupils.** Use this law to deal with parents, guardians or others who are not students at your school who insult, abuse, or upbraid teachers, administrators or bus drivers after being advised of the presence of minor children. Anyone who fails to leave the premises after being advised to do so is guilty of a misdemeanor.

**OCGA 20-2-1183: Pupils Prohibited from Carrying Electronic Communication Devices.** This law now allows each school system to determine whether or not to restrict the use of cell phone or other electronic devices. Banning cell phones could help in a variety of situations. Drug dealers and gang members may conduct business during school hours. Banning cell phones may make it difficult for them to continue these activities. Also, students may use their cell phones to call their parents when they are evacuated during a bomb threat. Parents may then rush to the school to check on their kids, hindering the response effort. Finally, electronic devices may detonate an explosive device.

**OCGA 20-2-1184: Failure to Report Criminal Activity.** This law requires that any teacher or other employee of a public or private school who has reasonable cause to believe that a student at that school has committed an act on school property or during any school function, which is prohibited by any of the following statutes: 16-5-21, 16-5-24, Chapter 6 of Title 16, 16-11-127, 16-11-127.1, 16-11-132 and 16-13-30, shall report the act to his or her immediate supervisor, who shall then notify the appropriate superintendent, the police authority, and district attorney. Any person who knowingly violates this code section will be guilty of misdemeanor.

**OCGA 16-5-61: Hazing.** This law prohibits any person to "haze" any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization. "Haze" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. Any person who violates this code section shall be guilty of a misdemeanor of a high and aggravated nature.

**OCGA 16-11-127.1: Possession of a Weapon on or Within 1,000 Feet of a School.** This statute provides penalties for possession of a wide range of weapons in the School Safety Zone. This can discourage carrying and using weapons.

**OCGA 16-13-32.4: Drug-Free School Zones.** This law states it is illegal to manufacture, distribute, dispense, or possess with intent to distribute a controlled substance or marijuana on or within a school safety zone. This law provides an additional charge to any person(s) who is already charged under OCGA 16-13-30.

**OCGA 3-3-21.1: Possession of Alcoholic Beverages on Public School Grounds.** This law makes it illegal to possess alcoholic beverages on any public school grounds.

In addition to the laws described above, some penalties for other crimes committed upon schools grounds against students or school personnel are enforced with stronger penalties, including greater minimum incarceration times. Examples of these crimes include, but not limited to, the various degrees of assault and battery crimes.

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GEMA Field Operations

GEMA School Safety

## COMPLAINTS PROCEDURE

Complaints made to the School System regarding alleged discrimination or harassment on the basis of race, color or national origin in violation of Title VI, on the basis of sex in violation of Title IX or on the basis of disability in violation of Section 504 of the

Rehabilitation Act of 1973 or the Americans With Disabilities Act will be processed in accordance with the following procedure:

1. Any student, employee, applicant for employment, parent or other person with a complaint alleging a violation as described above shall promptly notify, in writing or orally, either the principal for his/her school or the appropriate coordinator designated from time to time by the Board of Education. If the complaint is oral, either the coordinator or school principal to whom the complaint is made shall promptly prepare a memorandum or written statement of the complaint as made to him or her by the complainant and shall have the complainant read and sign the memorandum or statement if it accurately reflects the complaint made. If the complaint is made to a school principal, he or she shall be responsible for notifying the appropriate coordinator of the complaint.
2. If the alleged offending individual is the coordinator designated by the Board of Education, the complaint shall either be made by the complainant to the Superintendent or, if the complaint is initially made to the school principal, reported by the principal to the Superintendent.
3. The coordinator or his or her designee shall have fifteen work days to gather all information relevant to the complaint made, review the information, determine the facts relating to the complaint, review the action requested by the complainant, and attempt to resolve the complaint with the complainant and any other persons involved. The coordinator or designee shall prepare a written response to the complaint detailing any action to be taken in response to the complaint and the time frame in which such action will be taken and copies of this response shall be furnished to the complainant, the appropriate coordinator and the Superintendent or his or her designee.
4. If the complaint is not resolved at the conclusion of this fifteen-day period or if the complainant is not satisfied with the resolution of the complaint, the complainant shall have the right, within five work days of receiving a copy of the written response, to have the complaint referred to the Superintendent of Schools. If the alleged offending individual is the Superintendent, the complainant may have the complaint referred to the Board of Education, rather than the Superintendent.
5. The Superintendent shall have fifteen work days to review the complaint and the response of the coordinator or designee and attempt to resolve the complaint. The Superintendent shall furnish to the complainant a written response setting forth either his or her approval of the action recommended by the coordinator or designee or the action to be taken by the system in response to the complaint in lieu of that recommended by the coordinator or designee and the time frame in which such action shall be taken.
6. If the complainant is dissatisfied with the response of the Superintendent, then the complainant shall have the right, within fifteen work days of the receipt of the written response of the Superintendent, to have the complaint referred to the Board of Education. In order to have the Board review the Superintendent's decision, the complainant must file with the Superintendent a written statement setting forth the reasons he or she disagrees with the response of the Superintendent and the action the complainant is requesting the system to take. The complainant shall also include in the written response a request that his or her complaint be referred to the Board of Education.
7. Within thirty work days of receipt of the written request of the complainant, the Superintendent shall present the matter to the Board of Education at its regular meeting or at a special meeting called for that purpose. The Board shall review the original complaint, the response of the coordinator or designee, the response of the Superintendent, and the response of the complainant. In addition, the Board may, but is not required to, hear directly from any individuals with knowledge of any relevant facts relating to the complaint.
8. The Board of Education will either uphold the recommendation of the Superintendent or require the system to take some other action in response to the complaint. A copy of the action of the Board will be furnished to the complainant, either as a part of the minutes of the Board of Education or as a separate written statement. The Board shall be the final reviewing authority within the system.
9. This policy is not intended to deprive any employee of any right they may have to file a grievance pursuant to any other policy of the local Board of Education, specifically the policy designed to implement Official Code of Georgia Annotated 20-2-989.5, where appropriate. This policy is not intended to provide an alternative process for resolving evaluation and employment disputes where there already exists a due process procedure mandated by state law or State Department of Education regulations, specifically including, but not limited to, hearings to be conducted pursuant to the Fair Dismissal Act of Georgia. The complainant retains at all times the right to contact the Office of Civil Rights or the Equal Employment Opportunity Commission with regard to any allegations that the system has violated the statutes described above.
10. The school system shall be responsible for distributing and disseminating information relevant to this policy and procedure to students, applicants for employment and employees through appropriate procedures/handbooks.
11. No reprisal shall occur as a result of reporting unlawful discrimination or harassment under this policy, and any attempt to retaliate against a complainant shall be disciplined as is appropriate.

The confidentiality of any individual making a complaint or report in accordance with this policy, to the extent it is reasonably possible, shall be protected, although the discovery of the truth and the elimination of unlawful harassment shall be the overriding consideration.

# Response to Intervention: Georgia Student Achievement Pyramid of Intervention

## **TIER 4** **SPECIFICALLY- DESIGNED LEARNING**

- In addition to Tiers 1 through 3, targeted students participate in:
- Specialized programs, methodologies, or instructional deliveries.
  - Greater frequency of progress monitoring of student response to intervention(s).



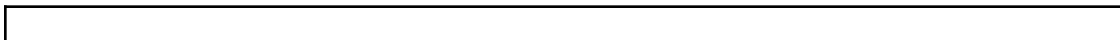
## **TIER 3** **SST-DRIVEN LEARNING**

- In addition to Tier 1 and Tier 2, targeted students participate in learning that is different by including:
- Intensive, formalized problem solving to identify individual student needs.
  - Targeted research based interventions tailored to individual needs.
  - Frequent progress monitoring and analysis of student response to intervention(s).



## **TIER 2** **NEEDS-BASED LEARNING**

- In addition to Tier 1, targeted students participate in learning that is different by including:
- Standard intervention protocol process for identifying and providing research based interventions based on need and resources.
  - On-going progress monitoring to measure student response to intervention and guide decision-making.



## **TIER 1** **STANDARDS-BASED CLASSROOM LEARNING**

- All students participate in general education learning that includes:
- Universal screenings to target groups in need of specific instructional and/or behavioral support.
  - Implementation of the Georgia Performance Standards (GPS) through a standards-based classroom structure.
  - Differentiation of instruction including fluid, flexible grouping, multiple means of learning, and demonstration of learning.
  - Progress monitoring of learning through multiple formative assessments.
  - Positive behavior supports.

### **SST - REFERRAL OF STUDENTS**

Teachers are responsible for carefully observing all students in order to identify those who do need to be referred for special services. Contact SST Chairperson (K-5) for additional information about students with special needs. The Exceptional Education Department, The County Health Department, the County Department of Family and Children's Services and other community organizations are available to assist in meeting the needs of students.

### **OVERVIEW OF STUDENT SUPPORT TEAM (SST) PROCEDURE**

The Student Support Team process is a school-based problem-solving team composed primarily of educators who provide support to teachers to reduce the level of underachievement of students. The intervention team uses approaches that offer a systematic process to successfully close the gap through which students at risk have traditionally fallen. Educators work together to uncover the underlying reasons that a student might be experiencing academic or behavioral difficulties and to assemble and implement practical interventions to address the student's problems.

The SST process emphasizes that early intervention for struggling students is a function of the general education program and not of special education. SST has a vital role in creating high achieving students with the following goals:

- 1) Enables teachers to teach more effectively
- 2) Enables students to acquire academic and social competencies, achieve standards, become independent learners for life
- 3) Create a collaborative culture among all staff

### THE PROCESS:

The process begins when a teacher makes a request for assistance. This initial request is known as the Response to Intervention (RTI). The referring teacher clarifies the problem, collects needed data, and promptly schedules a team meeting. At this meeting, the team focuses on brainstorming, evaluating, and selecting high probability interventions and creating a Plan of Intervention for the student. An implementation period of a sufficient length of time follows (approximately 4-6 weeks) with support provided to the teacher to assist with interventions. The team monitors the intervention and reconvenes for a follow-up meeting to review the outcomes and determine next steps. The problem-solving process continues until the intervention(s) is successful or until a determination is made that a more in-depth evaluation for special services is required.

When it becomes apparent that a student is not responding to standard teaching or behavior management techniques, the classroom teachers implement different strategies with the assistance of colleagues and/or parents. If outcomes are still unsatisfactory, then a referral for SST is an appropriate next step. If the student is not making the desired changes, it may be necessary to make a referral to SST. The SST Team addresses classroom or student issues at the request of a teacher or school personnel. A supportive team from a broad range of school and community personnel including school psychologist, special education teacher, school counselor, administrator, mentor, and parents address five components of problem-solving in order to help the student to be successful: 1) review and clarification of the student's problem, 2) brainstorm possible interventions, 3) discuss and evaluate the interventions, 4) choose interventions, and 5) develop an action plan to monitor the student's progress over time. The Pyramid of Intervention is the continuum used to provide tiered instruction and interventions unique to each student.

Parental concerns about the RTI or SST processes should be addressed with the child's teacher in a collaborative effort to help students who struggle academically or behaviorally.

RTI – it's the LAW. It is ongoing and must be updated weekly.

## R.C.E.S. Timeline for Response to Intervention (RTI) Activities

Time Period	Activities	Tier/Audience	Responsibility
August	<b>FIRST DATA REVIEW TEAM MEETING</b> -Review student data at the school, department/team, classroom, and individual levels.  <b>1<sup>st</sup> Administration of Screenings (DIBELS Reading/Math, STAR Reading/Math)</b> -Identify students to target based on results from screeners. -Review transitioning RTI students and their current tier placement.	<b>Tier 1</b>  -Data of all departments/teams  -Data of all students	School admin, instructional coaches, data review team, RTI coordinator, and classroom teacher.
September	<b>Note students at risk.</b> <ul style="list-style-type: none"> <li>Retained students or students not on grade level.</li> <li>Students with failing grades at progress report time.</li> <li>Students reading below grade level.</li> <li>Students performing below grade level in math.</li> <li>Students with previous or current attendance problems.</li> <li>Students with poor work habits or poor citizenship status</li> <li>Students with a significant discipline history</li> <li>New students who may not have records</li> <li>Previous year's Tier 2 or Tier 3 students</li> </ul> <b>Begin monitoring Tier 1 core program.</b> <b>Begin supportive interventions and supplemental programs (during school).</b>	<b>Tier 1</b>  All students	School admin, counselors, classroom teachers, and school RTI coordinator
Continued....	<b>RTI Meetings Begin (discuss &amp; develop plans for students at risk)</b> Tier 1 Students – Common Planning w/ Colleagues Tier 2 Students – Grade Level/Department Level Teams Tier 3 Students – School Level/Student Support Team	<b>Tiers 1, 2, and 3</b>  All Students	School Admin, RTI Coordinator & classroom teachers
October	<b>SECOND DATA REVIEW TEAM MEETING</b> -Review student assessment data at the school, department/team, classroom, and individual levels.  <b>Ensure grades of all students are also reviewed.</b> -Conduct data review and chats as needed with these students. -Intervention placement should have occurred or is occurring to address the unique needs of students	<b>Tiers 1 and 2</b> -Data of all departments /teams -Data of all students	School admin, instructional coaches, counselors, data team, classroom teachers, and school RTI coordinator
October-December	<b>RTI meetings continue</b> -Progress monitor students and make necessary adjustments to individual plans. -More than 3 consistent dips (excel spreadsheet) on progress monitoring = new plan of action needed	<b>Tiers 2 and 3</b>	Classroom teachers, school admin and RTI coordinator
By January	<b>2<sup>nd</sup> Administration of Screenings (DIBELS Reading/Math, STAR Reading/Math)</b> <b>3<sup>rd</sup> DATA TEAM REVIEW MEETING</b>  <b>Review list of students at risk.</b> (If a student is not making adequate progress, the intervention plan <u>must</u> be reviewed, revised, and implemented. Ensure use of evidence-based interventions.) <b>Resume monitoring Tier 1 core program.</b> <b>Resume supportive interventions and supplemental programs</b>	<b>Tiers 1 and 2</b>  -Data of all students -Data of all students "at risk"	School admin, instructional coaches, counselors, data team, classroom teachers, and school RTI coordinator
January – March	<b>RTI Meetings Continue</b> -Continue progress monitoring students and making adjustments. -Gather data on students in danger of retention to present to Tier 3/SST.	<b>Tiers 2 and 3</b> -Data of students at risk	Classroom teachers, school admin and school RTI coordinator
March	<b>Present data on students in danger of retention to Tier 3 for additional recommendations for intensive interventions or programs.</b> -Continue supplemental program and implement intensive programs as recommended.	<b>Tiers 2 and 3</b>	School admin, grade levels, department/team, and school RTI coordinator
April/May	<b>3<sup>rd</sup> Administration of Screenings (DIBELS Reading/Math, STAR Reading/Math)</b> -Plan next school year services and conduct RTI follow-ups. -Continue to progress monitor students and to collect data.	All Students	School admin, grade levels, department/team, school RTI coordinator and others (as needed)
May	<b>4<sup>th</sup> DATA REVIEW TEAM MEETING</b>	All students	ALL
June	<b>Plan and prepare data-driven adjustments and necessary implementations for next school term.</b>	<b>Tiers 1, 2, and 3</b>	As needed

# Board Policies

## **GAAA-EQUAL OPPORTUNITY EMPLOYMENT**

The School District does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex in its employment practices, student programs and dealings with the public. It is the policy of the Board of Education to comply fully with the requirements of Title VI, Title IX, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act and all accompanying regulations.

Any employee, student, applicant for employment, parent or other person who believes he or she has been discriminated against or harassed in violation of this policy must make a complaint in accordance with the procedures outlined below.

### **GAM- Staff Rights and Responsibilities**

#### **Appropriate Language Use**

All employees of the Randolph County Board of Education will use appropriate language while on the job.

Inappropriate language is characterized by: obscene or vulgar. ("Slang" or "street" words that are used in reference to the body or body secretions are considered to be vulgar.)

Consequences of an employee using inappropriate language can be termination of the job.

Employee notification of this policy will be through a signed statement or in the Administrative Handbook.

## **GAMA: DRUG-FREE WORKPLACE**

This policy is established to prevent and eliminate use of illegal drugs in the Randolph County School System and to ensure that all employees understand the important role they have in the education process of the children of this county and the serious negative impact on the physical and mental well-being resulting from the use of illegal drugs. In accordance with Georgia's Drug-Free Public Work Act of 1990, the Board of Education hereby declares that the unlawful manufacture, distribution, sale and possession of illegal drugs, or other dangerous drugs are prohibited in the workplace.

For purposes of the policy, the following definition shall apply:

1. "Illegal drug" means marijuana as defined in paragraph sixteen (16) of Code section 16-13-21, as amended; a controlled substance as defined in paragraph (4) of code Section 16-13-21, as amended; a dangerous drug as defined in O.C.G.A. § 16-13-71, as amended; or any other controlled substance or dangerous drug that persons are prohibited from using. The term "illegal drug" shall not include any drug used pursuant to a valid medical prescription or when used as otherwise authorized by state or federal law.
2. "Convicted" or "conviction" refers to a final conviction in a court of competent jurisdiction or the acceptance of a plea of guilty;
3. "Public employee" means any person employed on a full-time, part-time, temporary, or intermittent basis.
4. "Public employer" means the Randolph County School System.
5. "Workplace" means the place where an employee is working which can include but not necessarily limited to school property, buses, school activities or any other place an employee is performing duties for the employer.

To accomplish this goal of a Drug-Free Workplace, the Randolph County School System shall implement a program consisting of (1) Standards of Conduct, (2) Disciplinary Sanctions, (3) Drug Testing, (4) Confidentiality and Assistance.

## **1. STANDARDS OF CONDUCT**

- The use of or possession of any illegal drug or alcohol in or upon a RCSS workplace or while performing any work as an employee of RCSS is prohibited.
- The sale, distribution of, or provision of any illegal drug or alcohol in or upon a RCSS workplace or as part of any of its activities is prohibited.
- Reporting to work or working while under the influence of or impaired by any illegal drug or by alcohol is prohibited.
- Illegal drug or alcohol related off-duty conduct that would tend to undermine the reputation, authority or efficiency of the RCSS is prohibited.
- An employee convicted of the violation of any criminal drug statute shall report this conviction to the Superintendent within five days of the conviction.

## **2. DISCIPLINARY SANCTIONS**

Any employee who violates this policy or these standards of conduct will be subject to disciplinary action taken for the purpose of correcting the offending employee and maintaining discipline and morale among other employees. These sanctions include:

- A. Reprimand.
- B. Suspension with or without pay.
- C. Requirement for employee on own initiative and at own expense to enter into an authorized drug/alcohol rehabilitation program, licensed under Chapter 5 of the Title 26, and successfully complete the program.
- D. Termination. (Any employee convicted of the sale or distribution of an illegal drug or alcohol shall be terminated for the first offense.)
- E. A certified employee who has rights to continued employment with the school system, as defined under O.C.G.A. 20-2-942, shall be offered a hearing as provided for under the Fair Dismissal Act 20-2-940 et. seq. The violation of any provision of this policy GAMA shall constitute “good and sufficient cause” for termination within the meaning of O.C.G.A. § 20-2-940(8).

## **3. DRUG TESTING**

### **A. Drug Screening for Cause**

1. If, in the opinion of the supervisor, a reasonable suspicion (a reasonable suspicion must be based on the objective indications of substance abuse) can be determined. Some of the more obvious indications of illegal drug abuse include repeated unauthorized absences, repeated illnesses, bloodshot eyes, slurred speech, lethargic behavior, or behavior inappropriate or inconsistent with circumstances. If one suspects that an employee is reporting to work or is working while under the influence of an illegal drug or while impaired from the use of same, the following procedures shall be followed:
  - a. The supervisor shall arrange, if possible, for at least one other supervisor to observe the conduct of the employee. The observing supervisor shall make a written report of the incident, which report shall include a description of the conduct of the employee upon which such reasonable suspicion is based, and be submitted immediately to the Director of Human Resources.
  - b. The employee under suspicion will be asked to explain the appearance of being under the influence of an illegal drug. If the employee’s explanation is not to the satisfaction of the Director of Human Resources, a drug screen test will be ordered. Refusal to submit to such test shall be reason for termination.

2. **ACCIDENTS:** Any employee involved in a workplace related accident under circumstances which, in the opinion of such employee’s supervisor, creates a reasonable suspicion that the accident was due in whole or in part, or was contributed to, by the use of an illegal drug or alcohol shall be required to submit to drug testing as provided in this section. Refusal to submit to such testing shall be a ground for disciplinary action, including termination.

### **B. RANDOM DRUG TESTING OF BUS DRIVERS AND SECURITY OFFICERS**

1. RCSS bus drivers and security officers are subject to random drug testing.
2. Random drug testing may include simultaneous testing of all RCSS bus drivers or security officers, or testing of persons in these positions by use of selected digits of the Social Security number.
3. Random drug testing will be accomplished as and when directed by the Superintendent or Board of Education and will conform to all applicable law, including O.C.G.A. § 20-2-1121 (relating to Random Drug Testing for School Bus Drivers).
4. Refusal to submit to such testing shall be grounds for termination.

#### **C. REHABILITATION**

1. If confirmed results of the test for substance abuse indicate the presence of an illegal drug, the employee will be placed on suspension without pay for a period of sixty (60) days. The employee will be required to enter a drug/alcohol rehabilitation program on his or her own initiative and expense. At the end of the suspension period and upon completion of a drug/alcohol rehabilitation program, the employee may return to work. The employee shall present a written statement from the rehabilitation official. Upon returning to work, such employee shall be subject to period drug testing for whatever period is deemed necessary. Failure to complete rehabilitation satisfactorily will ordinarily result in termination of employment with the Randolph County School System. A second set of confirmed results of a test for substance abuse will result in termination.

#### **4. CONFIDENTIALITY AND ASSISTANCE**

- A. Employees are assured that every reasonable effort will be made to protect confidentiality of the findings of drug testing or the investigation of substance abuse.
- B. If, prior to an arrest for an offense involving an illegal drug or alcohol, an employee notifies the Board of Education or designee that the employee illegally uses an illegal drug or alcohol and is receiving treatment under a drug abuse treatment and education program licensed under Chapter 5 or Title 26, the employee shall be entitled to maintain employment for up to one year as long as the employee follows the treatment plan. If illegal use of an illegal drug or alcohol continues beyond the one year rehabilitation period, then the employee shall be subject to disciplinary action as defined in Section 2 of this policy. During this period, the employee shall not be separated from employment solely on the basis of the employee's drug dependence, but employee's work activities may be restructured if practicable to protect persons or property. Pursuant to O.C.G.A. § 45-23-7, no statement made by an employee to a supervisor of the employee or other person in order to comply with this section shall be admissible in any civil, administrative, or criminal proceedings as evidence against the public employee. The right granted by this section shall be available to an employee only once during a five-year period and shall not apply to any employee who has refused to be tested or who has tested positive for an illegal drug or alcohol.
- C. Each employee of the Randolph County School System will be given a copy of Policy GAMA.

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**Randolph County Schools**

**Date Adopted: 06/08/2010**

**Last Revised: 04/26/2012**

#### **DRESS CODE FOR RANDOLPH COUNTY TEACHERS (GBRI -1)**

Randolph County Board of Education recognizes that teachers and other professional educators are role models for the students in whom they come in contact with during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect students and parents. Teachers and staff are expected to dress in a professional and appropriate manner that will be the most conducive to the educational environment. Employees should be clean, neat, well groomed, and dressed in an appropriate manner for their individual work assignment.



Professionalism in dress is instrumental in ensuring student success. The Randolph County Board of Education dress code requirements include, but are not limit to, the following:

- A. Dresses and skirts should be no more than two (2) inches above the knee, and if it has a split, it should be no more than two (2) inches above the knee;
- B. No style of pants should be shorter than halfway up between the shin and the ankle;
- C. Clothing should not be tight and revealing, or oversized and baggy;
- D. Revealing garments, low cut dresses, blouses (those that reveal cleavage), or shirts are not appropriate;
- E. Flip Flop (straps between the toes) are not appropriate;
- F. Plastic, rubber, or foam clogs or Crocs are not appropriate;
- G. Tennis style shoes are not appropriate unless there is a medically documented need;
- H. Sandals should be dressy and include a heel or back;
- I. Proper undergarments must be worn and may not be visible;
- J. Tops should have a strap of at least three (3) inches;
- K. Women should not show the midriff even when bending over or putting the hands above the head;
- L. Hats worn in the building are not appropriate;
- M. Sweatpants, sweatshirts, hooded sweatshirts, sweat jackets, and jogging suits are not appropriate;
- N. Sheer garments are not appropriate;
- O. T-Shirt with writing or pictures, of those worn as the primary garment, are not appropriate;
- P. Denim pants, including colored denim, are not appropriate; jeans are not permitted without consent from the superintendent
- Q. Visible piercings are limited to the ear lobes;
- R. Hair styles, hair color, jewelry, or body ornamentation (including tattoos) cannot be distracting or interfere with any legitimate function of the school;
- S. All men's shirts must have a collar;
- T. Men's shirts should be tucked in at all times;
- U. Men should wear shoes with socks at all times;
- V. Men are highly encouraged to wear a button down shirt with a tie several times each week;
- W. Neatly trimmed beards and mustaches are acceptable. An unshaven appearance is unacceptable except when in the process of growing a beard or mustache.

Clothing on casual or school spirit days should still appear neat, clean, and professional. The following are requirements for these days and must be approved by the superintendent;

- A. Denim should not be tight, revealing, have holes, or appear faded and overly worn.
- B. T-Shirts must be school related.
- C. Tennis style shoes are appropriate.

Randolph County Board of Education recognizes that each school has special events throughout the school year. These include awards programs, school plays, or programs, etc. It is our responsibility as educators to demonstrate that special events oftentimes require a more dressy appearance. For this reason it is recommended that staff members dress exemplary on these days. Men should wear button down shirts and ties, women should wear skirts, dresses, dress pants with a dressy blouse, or pants suits.

The dress for field trips and staff development should be professional. Staff members should adhere to all dress code requirements. Any exception must be approved by the principal.

Physical Education requirements are different from those of other staff members. It is acceptable for them to wear shorts no more than three (3) inches above the knee or jogging suits. T-shirts should be solid color and neat in appearance with no

pictures or writing. T-shirts should remain tucked into pants. All clothing should still be neat and clean in appearance and not appear tight or overly worn or revealing.

Staff should dress in a manner that is professional and non-distracting to the students in which they teach. It is the responsibility of building administrators to see that the faculty strictly adheres to the intent of the dress code. Any employee whose dress is not professional in the opinion of the building administration will be directed to conform to the dress code policy. Repeated offenses should result in TKES/LKES, or other appropriate responsibility instrument, notification.

## **EGA-STAFF INSURANCE PROGRAM**

The Randolph County Board of Education is a member of the State Health Insurance Group and shall make this Insurance Plan available to all system employees in accordance with the state regulations for said insurance plan.

*ADOPTED: Prior to 1975*

## **GBO – PROFESSIONAL PERSONNEL RESIGNATION**

All employees under contract to the Board of Education must submit a written resignation to the Superintendent and principal giving such notice of anticipated departure as required by the written contract. In case of resignation, the Board requires 30 days' notice unless extenuating circumstances exist. The limits for effecting such a resignation may be waived whenever it is mutually agreed upon by the employer and employee is dismissed for just cause.

Resignations must be in writing and presented to the Board of Education and Superintendent for consideration. Conditions specified in contracts must be observed and failure to meet those conditions may result in punitive action.

## **GBRI (Recode GARH)-PROFESSIONAL PERSONNEL LEAVES AND ABSENCES**

The Board of Education provides a wide range of leave options to meet the needs of its certified employees. Leave options are as follows:

### **Personal Leave**

Each certificated employee is entitled to three (3) personal leave days per employment term. Personal leave will be charged against accumulated sick leave days. Certificated Employees shall request personal leave from their supervisors at least three (3) days prior to their absence on the proper request form, if the absence is to occur on Tuesday through Thursday of a normal week.

Certificated employees requesting personal leave on a Monday or Friday or on a day immediately preceding or following holidays shall request personal leave from their supervisors at least one week in advance on the proper request form. Such requests will be closely scrutinized and may be denied at the discretion of the principal and Superintendent if the presence of the person requesting the absence is essential for effective school operation on the specific date.

Personal leave will be granted to certificated employees only if the certificated employee has accumulated sufficient sick leave to cover the personal leave, and approval of such leave may not be conditioned on the reason.

### **JURY DUTY (GBRIA) – JURY AND WITNESS LEAVE**

It is the policy of the Board to grant leave for Jury Duty, which is a civic obligation. Time spent serving on a jury will not be subtracted from personal or sick leave, or vacation leave for those certified employees earning vacation. No deductions will be made from staff salaries for time spent serving on a jury. Employees may keep their juror remittance.

Each person employed by the Board shall be allowed leave with pay for the purposes of serving as a juror in any court or when attending a judicial proceeding in response to a subpoena or other court order or process that requires the employee's attendance at the judicial proceeding. Jury and/or witness leave shall not be deducted from an individual's accumulated personal, professional or sick leave. No employee utilizing jury and witness leave shall be required to pay the cost of employing a substitute to serve during his or her absence for such leave. Employees who serve on juries or who are subpoenaed to attend a judicial proceeding must submit a copy of the subpoena and may keep any jury/witness pay they receive.

### **SICK LEAVE (GBRIB)**

Each person employed on a full-time basis (20) hours or more per week) by the Board of Education shall be entitled to sick leave with pay computed on the basis of one and one-fourth working days for each completed working month of employment. This means an employee earns eleven and one-fourth days in a 9-month working period, twelve and one-half

days in a 10-month working period, thirteen and three-fourth days in an 11-month working period, and fifteen days in a 12-month working period.

Sick leave may be used in accordance with state and local Board of Education policy for

1. Personal illness or injury, including leaves of absence associated with childbirth.
2. Absence necessitated by exposure to contagious disease.
3. Absence due to illness or death in the certificated employee's immediate family.
4. Personal reasons as defined below.

The term "immediate family" shall be interpreted to mean father, mother, brother, sister, child, grandchild, grandfather, grandmother, mother-in-law, father-in-law, husband or wife of the certificated employee concerned, or a relative living in the residence of the certificated employee.

**Accumulation:** Unused sick leave may be accumulated to a total of 45 days. Personal leave days may not be accumulated.

**Transfer:** Teachers and other certificated employees will be allowed sick leave transfer benefits according to State Board of Education Rules state law.

**Deductions:** For any sick leave in an amount above that which is earned or accumulated as provided in this policy, there shall be a deduction equal to one day's salary for each day of sick leave (or the appropriate percentage of the day's salary) made from the certificated employee's salary. The amount of the deduction shall be computed according to State Board regulations.

Personnel utilizing sick leave under the provisions of this policy shall not be required to pay the cost of employing a substitute to serve in her absence while on sick leave.

#### **ILLNESS IN FAMILY (GBRIB)**

Certificated Employees with accumulated sick leave are allowed to be absent from school without loss of pay on account of illness in the immediate family, as defined under "sick leave". The "immediate family" is defined as father, mother, brother, sister, child, grandchild, grandfather, grandmother, mother-in-law, father-in-law, husband or wife of the certificated employee concerned or a relative living in the residence of the certificated employee. Such leave will be deducted from the certificated employee's accumulated sick leave.

#### **MATERNITY LEAVE (GBRIC)**

A leave of absence for maternity reasons shall be granted to a female certificated employee employed by the Board of Education.

1. Any such certificated employee who is pregnant shall be entitled to a leave of absence to begin at a time to be determined by the certificated employee, the physician and the Superintendent. Said certificated employee shall notify the Superintendent in writing of her desire to take such leave and, except in case of emergency, shall give such notice at least sixty calendar days prior to the date on which her leave is to begin. This notice shall include a doctor's statement of anticipated date of physical disability. The certificated employee may continue in active employment as late into her pregnancy as she desires provided she is able to properly perform the required functions of her job.

Final determination of ability to properly perform the required job functions shall be made by the Board of Education. A certificated employee wishing to work to the date of physical disability shall be entitled to the use of all accumulated sick leave credited to her, not to **exceed the doctor's** estimated length of physical disability. A certificated employee wishing to discontinue work prior to the date of physical disability shall be governed by the same sick leave provisions as apply to certificated employees on leave for other reasons.

2. A certificated employee who has been granted leave for the period of physical disability only shall be entitled to return to active employment upon presentation of a doctor's state of physical ability to perform the required functions of the job and shall be assigned to a substantially equivalent position to be approved by the Superintendent. A certificated employee, who has been granted leave for a period longer than the period of physical disability, but not to exceed one full school year, shall be entitled to return to active employment upon written request for reassignment

and contingent on a vacancy for which the certificated employee is qualified. Such certificated employee shall be given preference equal to any other applicant returning from a period of physical disability for a vacancy for which she is qualified. In any instance, the certificated employee's return to active employment may be delayed until the beginning of a quarter (or semester) in order to maintain continuity of classroom instruction.

3. If the Board disagrees with any doctor's statement of disability, or ability, it may appoint a physician of the same medical specialty as the certificated employee's physician, for the purpose of receiving independent medical judgment.

## **MILITARY LEAVE (GBRID)**

All persons employed in any capacity in the school system (other than those employed on a temporary basis) shall be entitled to military leave for ordered military duty with full employment and reinstatement rights as provided by law. A certified employee shall be allowed a leave of absence from his or her duties while performing ordered military duty.

**Definition:** The term "ordered military duty" as defined by Georgia Code, Ann., Section 38-2-279, shall mean the following:

Any military duty performed in the service of the State or of the United States, including but not limited to attendance at any service school or schools conducted by the armed forces of the United States by a certificated employee as a voluntary member of any force of the organized militia or any reserve force or reserve component of the armed forces of the United States pursuant to orders issued by the component State or Federal authority, without the consent of the certificated employee.

**Compensation:** A certificated employee shall be paid a salary or other compensation for a period of absence while engaged in the performance of ordered military duty and while going to and returning from such duty, not exceeding a total of 18 days in one calendar federal fiscal year and not exceeding 18 days in any one continuous period of such absence.

**State Emergency:** In the event the governor declares an emergency and orders a certified employee to continue State active duty as a member of the National Guard, such certificated employee shall be paid a salary or other compensation while performing such duty for a period not exceeding 30 days in any one calendar federal fiscal year and not exceeding 30 days in any one continuous period of such State active duty service.

## **RELIGIOUS LEAVES AND ABSENCES (GBRIE)**

Certificated Employees may be absent from work for the observance of a religious holiday. Such absences must relate to the religious convictions of the certificated employee's own faith. Certificated Employees may elect to use any or all of their allotted personal leave (up to three (3) days per school year) for the purpose of religious observances.

Application for religious leave will be made in accordance with the procedures and time lines established above for personal leave.

## **BEREAVEMENT LEAVE**

For certificated employees, a leave of absence will be granted to a maximum number of three days in accordance with the rules and regulations of the Board and such leave will be charged against sick leave. Additional absences in excess of the maximum approved days due to death in the immediate family, as defined under "sick leave", must be approved by the Superintendent and will be charged against sick leave.

For the purpose of this policy, relatives are defined as husbands and wives, parents and children, brothers, sisters, father-in-law, mother-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparents and grandchildren, and any relative living in the immediate household of the certificated employees.

## **FAMILY AND MEDICAL LEAVE (GBRIG)**

It is the policy of the Board of Education to comply fully with the Family and Medical Leave Act (FMLA).

The Superintendent is directed to:

1. develop and present to the Board for information administrative procedures for implementation of the FMLA and

procedures by which eligible certificated employees can make application and get approval for using the provision of the FMLA in circumstances covered by that legislation;

2. communicate the provisions of the FMLA and promulgate to certificated employees of the School District the rules and procedures by which they may use the provision of this policy and the FMLA;
3. report periodically to the Board the extent to which the provisions of the FMLA are being used by eligible certificated employees; and
4. advise the Board of any problems and issues that may develop as a result of the FMLA's implementation.

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

### **NO SMOKING POLICY**

The Randolph County Board of Education has mandated that smoking be prohibited at all times. This law also applies to parents and visitors.

### **DRUG FREE SCHOOL ZONE**

The Randolph County Board of Education recognizes the serious detrimental effects that use/abuse of illegal drugs and alcohol has on the entire community and our young people. School buildings and campuses are places of learning. We strongly believe school buildings and campuses should always be safe and secure environments. In accordance with this belief, all Randolph County Schools are designated DRUG AND ALCOHOL FREE ZONES. The possession, transmittal, handling, use, distribution or being under the influence of any narcotic drug, hallucinogen, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant of any kind on any school campus is strictly prohibited. Violation of this policy will result in as severe consequences as School Board policy and criminal law will permit.

### **JCDAE- Weapons**

It is the policy of the Board of Education that a student shall not possess, use, handle or transmit any object that reasonably can be considered a weapon. Weapons may include, but are not limited to: any pistol, revolver, or any weapon designed or intended to propel a missile of any kind, or any type of knife or switchblade, straight-edge razor, razor blade, spring stick, metal knuckles, blackjack, or any flailing instrument, nunchaku, chains, throwing star, oriental dart, or any bat, club or other bludgeon-type weapon, as well as other weapons described in O.C.G.A. 16-11-127.1. Students who possess firearms on campus will be subject to a minimum of a one calendar year suspension and will be referred to law enforcement officials.

### **GIFTED STUDENTS - IDDD(2)**

There are identifiable children and youth in Randolph County who demonstrate a high degree of intellectual ability, and who need special instruction, special ancillary services, or both, to achieve at levels commensurate with their intellectual abilities. The Randolph County Board of Education requires the development and operation of programs of gifted education for students in grades K- 12 who are eligible for services as outlined by GBOE Rule 160-4-2.38 Code IDDD(2).

Referrals of potentially gifted students enrolled in the Randolph County School System may be made by classroom teachers, counselors, administrators, parents, self or any responsible person who has knowledge of the students intellectual functioning. Students scoring at or above the 90<sup>th</sup> percentile on the total battery or composite score or in total reading or total math will be automatically referred for further consideration by the Gifted Eligibility Team.

The gifted program operates as described in the Randolph County Gifted Administrative Procedures and Program Description and the Continuation Policy as approved by the Board of Education.

### **STAFF INJURIES**

ALL staff injuries MUST be reported to an administrator and/or the bookkeeper or secretary. The injury form MUST be filled out immediately (when possible) and given to the bookkeeper or secretary so it can be reported to the County Office on the same day the injury occurs.

### **WORKER'S COMPENSATION**

ALL employees are covered by Worker's Compensation which covers all costs relating to any on-the-job injuries.

### **RECERTIFICATION**

Certification or re-certification is the responsibility of the employee. If you have questions regarding certification, please contact the county office.

### **TRAVEL EXPENSE FORMS**

Travel expense forms should be completed in a timely manner. You must attach a copy of the agenda from the workshop/training, etc. you attended. Please note the following statewide travel regulations:

- Reimbursement for mileage is \$0.54 per mile. (\*Effective 2016)
- Reimbursement for meals will be breakfast \$6.00, lunch \$7.00, and dinner \$15.00.
- Breakfast and lunch will not be paid if the trip is not an overnight trip. (Total \$28.00 per day.)
- Special circumstances may apply. \*Agenda must be attached.
- High cost areas in Georgia (metro Atlanta, Augusta, Brunswick, Savannah) allows \$7.00 breakfast, \$9.00 lunch, \$20.00 dinner. (Total \$36.00 per day.)
- Lodging reimbursement maximum is \$65 per day. High cost areas will be \$70.00 per day plus taxes. Individuals are encouraged to request the economical rates when making reservations. \*Receipt(s) required.

		<b>Descriptor Code:IFBGE</b>
<b>Board Policy</b>		
<b>Internet Safety</b>		

## **INTERNET SAFETY**

It is the Policy of Randolph County School System to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act [Pub. L. No. 106-554 and 47 USC 254(h)].

### **Definitions**

Key terms are as defined in the Children's Internet Protection Act.

### **Access to Inappropriate Material**

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information. These measures shall be overseen by the Superintendent or his or her designee.

Such blocking or filtering shall conform to the requirements of the Children's Internet Protection Act and all other applicable laws.

### **Inappropriate Network Usage**

To the extent practical, steps shall be taken to promote the safety and security of users of the Randolph County School System online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

### **Supervision and Monitoring**

To the extent practical, it shall be the responsibility of teachers and administrators to supervise and monitor usage of the online computer network and access to the Internet in accordance with this Policy and the Children's Internet Protection Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Superintendent or his or her designee.



		<b>Date Adopted:</b>	<b>5/24/2012</b>
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<b>Board Policy</b>	<b>Descriptor Code:IFBG</b>
<b>Internet Acceptable Use</b>	

It is the belief of the Randolph County Board of Education that the use of technology for the purpose of information acquisition, retrieval, manipulation, distribution, and storage is an important part of preparing children to live in the 21st century. The Board further believes that a "technology rich" classroom can significantly enhance both the teaching and learning process.

This technology includes computer hardware, software, local and wide area networks and access to the Internet. Due to the complex nature of these systems and the magnitude of information available via the Internet, the Randolph County Board of Education believes guidelines regarding acceptable use are warranted in order to serve the educational needs of students.

It shall be the policy of the Randolph County Board of Education that the school system shall have in continuous operation, with respect to any computers belonging to the school having access to the Internet:

1. A qualifying "technology protection measure" as that term is defined in Section 1703(b)(1) of the Children's Internet Protection Act of 2000; and
2. Procedures or guidelines developed by the superintendent, administrators, and/or other appropriate personnel which provide for monitoring the online activities of users and the use of the chosen technology protection measures to protect against access through such computers to visual depictions that are (i) obscene, (ii) child pornography, or (iii) harmful to minors, as those terms are defined in Section 1703(b)(1) and (2) of the Children's Internet Protection Act of 2000. Such procedures or guidelines shall be designed to:
  - a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;
  - b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communication;
  - c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;
  - d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors;
  - e. Restrict minor's access to materials "harmful to minors," as that term is defined in Section 1703(b)(2) of the Children's Internet Protection Act of 2000; and
  - f. Provide for students age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms and other Internet services, behaviors that may constitute cyberbullying, and how to respond when subjected to cyberbullying.

The technology resources are provided for educational purposes that promote and are consistent with the instructional goals of the Randolph County School System. Use of computers and network resources outside the scope of this educational purpose is strictly prohibited. Students and employees accessing network services or any school computer shall comply with the acceptable use guidelines. Except where otherwise prohibited by applicable law, the district reserves the right to monitor, access, and disclose the contents of any user's files, activities, or communications.

It must also be understood that the Internet is a global, fluid community, which remains largely unregulated. While it is an extremely valuable tool for educational research, there are sections that are not commensurate with community, school, or family standards. It is the belief of the Board that the Internet's advantages far outweigh its disadvantages. The Randolph County Board of Education will, through its administrative staff, provide an Internet screening system which blocks access to many inappropriate sites. However, it should not be assumed that users are completely prevented from accessing, sending, or receiving objectionable communications.

Additionally, access to the Internet and computer resources is a privilege, not a right. Therefore, users violating the Randolph County Board of Education's acceptable use policy shall be subject to revocation of such privilege of access and potential disciplinary action.

#### **SPECIFIC PROVISIONS REGARDING E-MAIL**

E-mail accounts are provided to some employees and students for the period of time in which they are active in the school system. Unless required to be retained by some other applicable law, regulation, or policy, such e-mail accounts will be removed and deleted when such employee or student is no longer active within the school system.

Randolph County School System has implemented technology systems that filter all incoming e-mails in an effort to detect SPAM (junk mail) and e-mail messages which may contain viruses, may be inappropriate for student viewing, or have other attributes that may compromise network security. E-mails containing certain types of files as attachments will be filtered out. The Randolph County Technology Department shall publish a general overview of the current e-mail filtering system which shall be available at the request of any staff member with an active e-mail account. Such general overview shall include a description of the current filtering protocols and guidelines for troubleshooting e-mail related problems.

No e-mail filtering system is perfect. Occasionally, e-mails which are not spam or otherwise inappropriate or dangerous will be filtered out of a user's e-mail inbox. Because of the risk of unsolicited e-mails compromising network security, the Randolph County School System chooses to err on the side of caution in the implementation of its e-mail filtering program. To the extent practical, if a user experiences a problem with e-mail communication, that user should review the troubleshooting guidelines published by the Technology Department prior to contacting the department.

**Randolph County Schools**

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