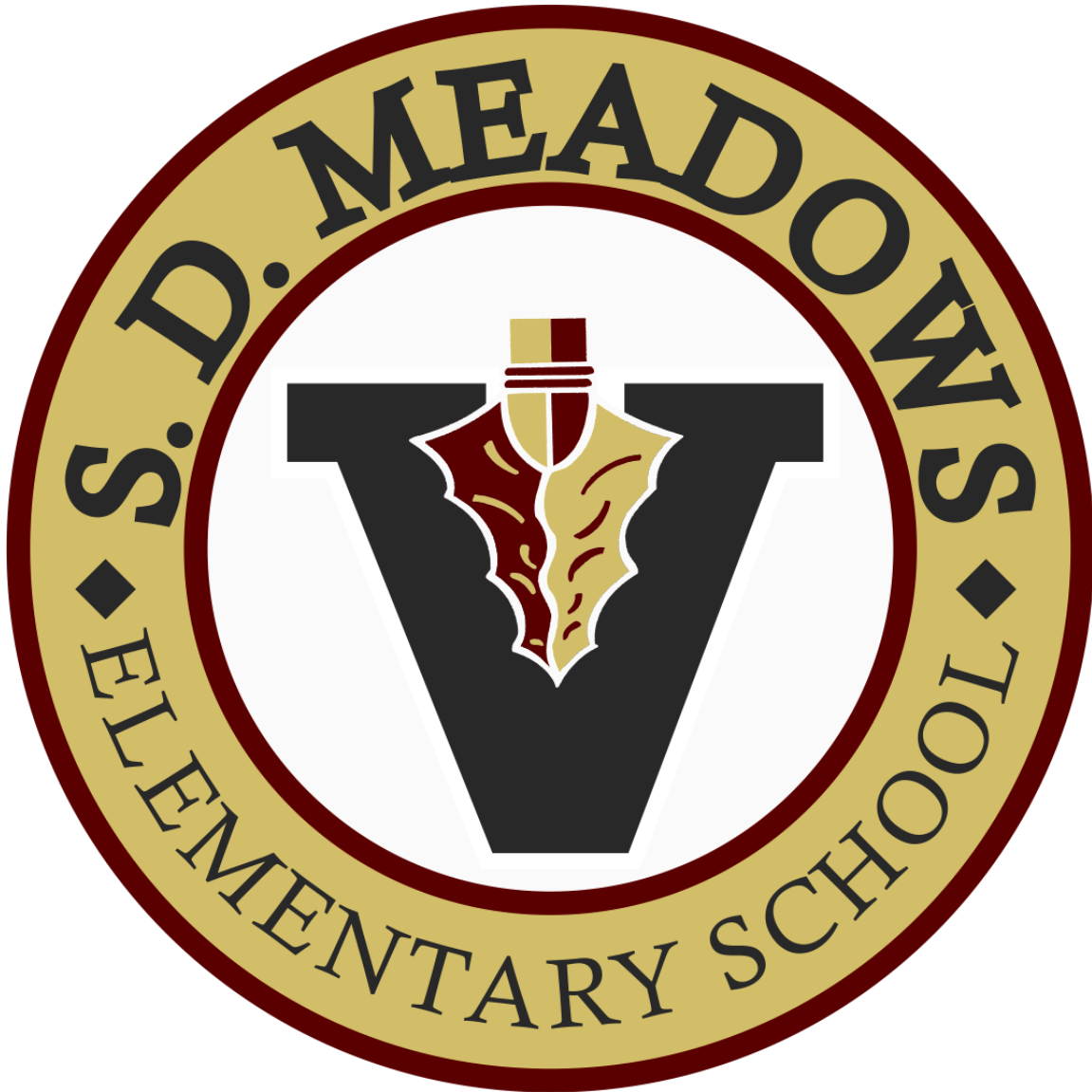


Sally D. Meadows Elementary 2025-2026 Teacher Handbook

Brandon Boston
Principal

Ben Helms
Assistant Principal

Michael Johnson
Assistant Principal



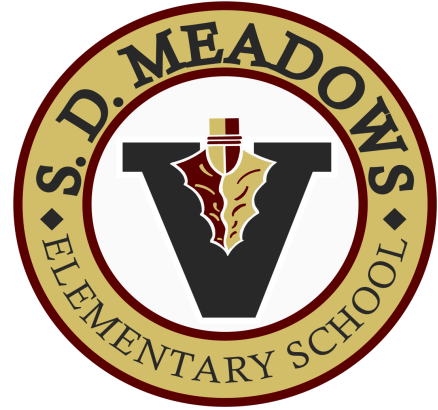
The information listed here should be used in addition to the handbook given from Vidalia City Schools. You can access that Personnel handbook by going to the district website: vidaliacityschools.org, click on "Human Resources" and the link to the VCS Personnel Handbook will be located on the right.

2025-2026 Staff Roster

Office Staff (13)

Principal:
Assistant Principal:
Assistant Principal:
Bookkeeper:
Counselor:
Instructional Coach Literacy:
Instructional Coach ELA:
Instructional Coach Math:
Media Specialist:
Media Clerk:
Nurse:
Admin. Assistant:
Arrow Academy:

Brandon Boston - Admin**
Ben Helms - Admin**
Michael Johnson-Admin**
 Kim Hamilton
 Joannie Scott
 Heather Oliver
 Mary Beth Cook
 Kristen Palmer
 Sarah Beck
 Patti Daniels
 Candy Jenkins
 Madelin Yarbroughl**
 Ruby Bryant



2nd Grade Teachers(8)

Cheyenne Adams
 Ashley Driggers**
 Charlie Henkle
 Rachel McAlister**
 Bailey Mumford
 Olivia Paradice
 Hannah Cruz
 Cassie Williamson

3rd Grade Teachers(7)

Jaime Aaron
 Janay Caver
 Da'Ja Hodge
 Sarah-Dawn Little
 Michaela Nance
 Julie Wagner**
 Meghan Williams

4th Grade Teachers (7)

Kasie Drummond
 Macey Fletcher
 Mahaylee Grace
 Lawanna Marlin
 Harley Paradice
 Amy Robinson
 Jaya Robinson**

5th Grade Teachers (7)

Mandy Carroll
 Cynthia Carter
 Misty Carter
 Lee Humphrey**
 Lawanna Kelly
 Julie Spivey**
 Stephanie Williamson

Elective Teachers(8)

Sam Sapp (PE/Health)
 Bryant Blount (PE/Health)
 Lisa Clements (Gym)
 Kaysi Beverly(Music)
 Tammy Edenfield (Computer)
 Wendy Meeks (Art)
 Emily Powell (STEM)
 Bobby Blount (PE/Health)

School Nutrition(7)

Teresa Clark- Manager
 Rose Braddy
 Alta Bray
 Vodice Guthrie
 Shanekia Donkins
 Darlene Swearingner
 Betsy Medina

Special Education Teachers (9)

Paula Corbin	Inclusion Team
Kayla Herring	Inclusion Team
Janna Palmer	Inclusion Team
Megan Pope	Inclusion Team
Regina Moya	Resource Teacher
Greg Hardy	Resource Teacher
Janna Threatt	Resource Teacher
Victor Stanley	Resource Teacher
Mallory Wickstrom	PIP Teacher

Speech (2)

Joni Thomas
 Abby Adams

Intervention (2)

Faye Mosley
 Sherri Cooper

Paraprofessionals

Cary NeSmith	Resource Hardy
Shay Fussell	Resource Hardy
Anise Glasper	Resource Moya
Landon Lindsey	Resource Stanley
Diana Foxworth	Resource Threatt
Casey Horton	PIP
Cassie Riner	5th Para
Hallie Faircloth	4th Para
Mikayla Stovall	2nd Para
Carrie Smith	ISS
David Rogers	Para/Sub
Jack Palmer	Para/Sub

****Denotes Leadership Representative**

CALENDARS & SCHEDULES

Vidalia City Schools SYSTEM CALENDAR 2025-2026

Preplanning/Staff Professional Learning	July 28-August 4
First Student Day	August 5
Labor Day Holiday	September 1
Staff Professional Learning (Student Holiday)	September 2-3
Progress Reports (K-12)	September 4
Mid-Term	October 8
Parent Conference Day (Student Holiday)	October 9
Staff & Student Holiday (K-12)	October 10-13
Staff Professional Learning (Student Holiday)	October 14-15
Mid-Term Reports (First Semester)	October 16
Progress Reports (K-12)	November 13
Thanksgiving Holidays	November 24-28
Staff Professional Learning (Student Holiday)	December 1
First Semester Ends	December 19
Christmas/New Year Holidays	December 22-January 2
Staff Professional Learning (Student Holiday)	January 5-6
First Day for Students Second Semester	January 7
First Semester Report Cards (K-12)	January 8
MLK Holiday	January 19
Progress Reports (K-12)	February 5
Staff Professional Learning (Student Holiday)	February 13
President's Day Holiday	February 16
Parent Conference Day/Student Holiday	March 6
Mid-Term	March 12
Mid-Term Reports (K-12)	March 19
Spring Holidays	March 30-April 3
Progress Reports (K-12)	April 17
Staff Professional Learning (Student Holiday)	April 24 & 27
Second Semester Ends/Last Student Day	May 20
Post-Planning	May 21-22
Graduation	May 22
Second Semester Report Cards (K-12)	TBA

Daily Schedule

Click the links below to view the daily schedule for each grade level.

[2nd Grade Master Schedule](#)

[3rd Grade ELA](#)

[3rd Grade Math](#)

[3rd Grade Science & Social Studies](#)

[4th Grade ELA](#)

[4th Grade Math](#)

[4th Grade Science & Social Studies](#)

[5th Grade ELA](#)

[5th Grade Math](#)

[5th Grade Science & Social Studies](#)

EXPECTATIONS FOR PROCEDURES & DUTIES

YOSS

Sign In/Sign Out:

1. All staff must sign in and sign out using their ID badge in the front office or in Guidance each day.
 2. If there is a problem with you signing in and out, please let Mrs. Hamilton know.
- Here are a few **helpful tips** when using your time card:
- If you forget to sign in at your regular time, please do not sign in, email Mrs. Hamilton, and she will correct it.
 - If you take off the whole day for Professional Learning, please do not clock in or out. If you only use a half day for Professional Learning you will need to clock in and out for the remaining 4 hours.



Procedures for being Absent:





Leave

1. If it is a **planned absence**, please let Mrs. Hamilton know as soon as you know. Enter the absence into YOSS *under Leave*. Absences should not be planned on days attached to a holiday (system policy) or during a professional learning day. In the event that this is unavoidable, you must submit a written request via email to the principal, who will forward the request to the superintendent.
2. If the absence is **professional leave**, in addition to entering the absence, you MUST also complete a professional leave request both through YOSS. This process is audited and we need to make sure it is completed each time. Under "Professional Learning & Expenses, select "Professional Learning Request". Complete the form and select Brandon Boston as route.
3. If an absence is **unexpected**, please text Mr. Boston (478-697-9653) by 6:00AM. Please enter your absence in YOSS.
 - Please note, failure to enter an absence into YOSS may result in you losing a day of pay.
 - If questionable, enter the absence. When you are not sure if you are feeling well or not or if you will be able to make it through the day, enter the absence. It is much more manageable to keep school running smoothly without having to pull people from their regular assignments to cover.
4. If you need to **leave during the day**, please REQUEST permission from the Principal or Assistant Principal. *Please do not tell front office staff on your way out (unless it is that great of an emergency) without having discussed leaving with administration.*
 - If you leave or are absent (whether planned or unexpected), it is your responsibility to get someone to cover your morning or afternoon duty.
5. Keep your **sub notebook** updated at all times! This should include:
 - Lesson Plans
 - Up to Date Class Roster
 - CHAMP Schedule
 - Lunch Schedule
 - Emergency Procedures
 - Attendance Procedures and Attendance Forms

	<p>Notes & assignments for your students for the time of absence should be on your desk.</p> <p>You may also refer to the Leave Flow Chart if you need further clarification.</p>
<p>Professional Learning Request/Expense Reimbursement Form (Procedures):</p> <div data-bbox="198 569 285 659"></div> <p>Leave</p> <div data-bbox="198 1079 293 1169"></div> <p>Reimbursements</p>	<p>Any employee traveling for Vidalia City Schools will follow the procedures stated below:</p> <ol style="list-style-type: none"> 1. Complete & submit a Professional Learning Request form to the Supervisor & Professional Development Coordinator for approval. 2. Upon approval, submit YOSS Leave Request so that their absence may be tracked. (Professional absences do not impact employee sick or personal leave balances.) <p>Complete sets 3-5 only if requesting prepayment of registration fees/hotel expenses. This process must be completed no later than 30 days in advance of the travel date. It is preferred that hotel expenses be reimbursed post travel via Expense Reimbursement Form.</p> <ol style="list-style-type: none"> 3. Submit Purchase Requisition Authorization form for prepayment of registration fees and hotel fees if applicable. 4. Complete Registration for Hotel Reservations after an approved Purchase Order has been received. 5. Submit an Invoice Payment Authorization form with Registration/Reservation attached by the 5th for payment on the 15th or the 20th for payment at the end of month. 6. Obtain Tax Exempt Forms to deliver to the hotel on the date of arrival. 7. Obtain a copy of agenda or sign in sheet as proof of attendance. 8. Obtain hotel receipt upon check out. 9. Submit Expense Reimbursement Form requesting reimbursement for travel. Copy of agenda or sign in sheet and approved Professional Learning Request and hotel receipt MUST be scanned and attached to the Expense Reimbursement Form before reimbursement can be distributed to employee. <p>Reimbursement:</p> <p>Accounts Payable Specialist will verify that all documents are attached prior to distribution of reimbursement. In the event all documents are not present, the Expense Reimbursement Form will be denied and the employee will be requested to provide documents. Checks will be written via PCGENESIS and distributed to employees according to normal cut off dates and scheduled check runs.</p>
<p>Purchase Orders:</p> <div data-bbox="206 1661 300 1751"></div> <p>Accounts Payable</p>	<p>If you are making a purchase directly through Sally D. Meadows:</p> <ol style="list-style-type: none"> 1. Please send your Requisition Form through YOSS using Accounts Payable to Mrs. Hamilton. 2. Please make sure you get a PO# before you place your order (ANY ORDER). Please don't call local vendors when you need to purchase something without having a PO#. 3. Please make sure you verify that all merchandise you ordered has come in with your packing slip and SIGN your slip and give it to Mrs. Hamilton. 4. When making a deposit, please see Mrs. Hamilton in the front office.

<p>Fundraisers:</p>  <p>Fundraiser Requests</p>	<p>All Fundraiser Requests must run through Vidalia City Schools:</p> <ol style="list-style-type: none"> 1. Go to Yoss through ClassLink (found on www.sdmeadows.org under Teacher Resources) 2. Login - this should initially be set up through an email you received from Sabrina Wiggs 3. In Form Library, click on Fundraiser Requests 4. Complete all required fields and Submit to Mrs. Hamilton
<p>Transportation Requests & Field Trips:</p>  <p>Trip Requests</p>	<p>All Transportation Requests must run through Vidalia City Schools:</p> <ol style="list-style-type: none"> 1. Go to Yoss through ClassLink (found on www.sdmeadows.org under Teacher Resources) 2. Login - this should initially be set up through an email you received from Sabrina Wiggs 3. In Form Library, click on Trip Requests 4. Complete all required fields and Submit
<p>Substitute Procedures</p>	<p>All teachers should have an up to date sub folder located in their classroom in a visible place. It should be labeled and easy for subs and team members to find in case of an emergency. Your folder should be prepared prior to the first day of school.</p> <p>Each sub folder should contain the following:</p> <ol style="list-style-type: none"> 1. At least 3 weeks of emergency sub plans 2. Up to date class rosters 3. Attendance procedures - fill out the attendance form and send Mrs. Yarbrough in the front office. 4. Attendance Form (multiple copies) 5. Up to date daily schedule 6. CHAMP schedule 7. Lesson Plans 8. Lunch schedule 9. Emergency procedures 10. Seating Charts

PowerSchool	
Power Teacher: 	<ol style="list-style-type: none"> 1. Log in to https://vidalia-city.powerschool.com/teachers/pw.html. You can also find this on the school website under Teacher Links. <ul style="list-style-type: none"> → You should have received a username and temporary password in the New Employee Training or email 2. Click on the chair to take attendance for each block. 3. Attendance is required to be taken at the beginning of each day. It is our school policy to mark students absent if they are not presently seated in your class.
Student Information: 	<ul style="list-style-type: none"> → Includes: <ul style="list-style-type: none"> – Quick LookUp – Demographic Data – Parent Contacts – Overall Attendance
Gradebook through PowerTeacher:	<ul style="list-style-type: none"> → Please note that your gradebook set up should be consistent among your grade level teachers. → Collaborative teams are also expected to have common and consistent grading practices and assignments.
Georgia LDS:	Repository of Resources from the State. Includes: <ul style="list-style-type: none"> → TKES Platform - Teacher Keys Effectiveness System → SuitCASE - State Standards platform with access to all Georgia Standards of Excellence → GaINSPIRE - teacher resources based on state standards → GoIEP - Access to IEP documentation to students currently on your roster → SLDS - Access to longitudinal data on students currently on your roster.
TKES:	Teacher Keys Effectiveness System <ul style="list-style-type: none"> → The overarching goal of TKES is to support continuous growth and development of each teacher. → Mr. Boston and the admin team will assist teachers in meeting requirements on the TKES platform.

Educators Handbook for Discipline

Discipline:

(Writing a Referral)

1. Log in to <https://www.educatorshandbook.com/>. You can also find this on the school website under Teacher Resources on our school website.
2. Use the [Teacher Orientation Guide](#) to help answer any questions you may have.
3. You may also contact Mr. Helms, Mr. Johnson, or your mentor teacher for further information.

Click [here](#) to access the 2025-2026 PBIS Matrix.

Supplies: If you need extra supplies such as staples, tape, tape dispenser, dry erase marker, etc., these supplies can be found in the teacher workroom behind the front office.



Mail Box: If you send a student to pick up your mail, they must come to the front office and ask Mrs. Yarbrough to get the mail out of your box. Students are not allowed to get the mail out of the box.

SDM Storehouse: Click [here](#) to access the SDM Storehouse and be sure to create a shortcut for it in your Drive. It is a repository of resources specific to Sally D. Meadows. Administrators and instructional coaches will add documents to this regularly for you to use. Please make a copy of anything you want to edit, all documents here will be View Only. If you are unfamiliar with Google, please let your mentor teacher know.

SDM Administration Responsibilities and Duties




Brandon Boston, Principal VCS Daycare PTO School Governance Parent Engagement CHAMP Drills Coordinator	Ben Helms, AP 2nd Grade 4th Grade Facilities Director Mindset Centegix Keys Field Trips	Michael Johnson, AP 3rd Grade 5th Grade Duty Rosters Character Strong PBIS Handbook
---	---	--

Staff Morning Duty Schedule 2025-2026

Duty	Semester 1	Semester 2
4th/5th Grade Drop Off		
	Julie Spivey	Janna Threat
	Emily Powell	Landon Lindsey
2nd/3rd Grade Drop Off		
	Sarah Beck	Joannie Scott
	Faye Mosley	Bryant Blount
2nd & 3rd Grade Breezeway	Kaysi Beverly	Kaysi Beverly
Bus Drop Off		
	Tammy Edenfield	Tammy Edenfield
	Lisa Clements	Lisa Clements
Duty Hallways		
Duty Report Times: 7:30 am- 7:45 am	Cooper (Intersection Near 3rd Hallway)	Cooper (Intersection Near 3rd Hallway)
	Moye (Bottom of 4th Grade Hall)	Moye (Bottom of 4th Grade Hall)
	Wendy Meeks (Main Hallway/Near Courtyard Entry)	Wendy Mees (Main Hallway/Near Courtyard Entry)

Hallway Monitor Times: 7:25am - 7:45am

Staff Afternoon Duty Schedule 2025-2026

Duty	Semester 1	Semester 2
Bus (Radio and Traffic)		
	Ben Helms	Ben Helms
	Mahaylee Grace	Mahaylee Grace
	Jana Palmer	Janna Palmer
	Kayla Herring/Greg Hardy	Kayla Herring/Greg Hardy
2nd/3rd Grade Pick-Up		
	Michael Johnson	Michael Johnson
	1 Third-Grade Teacher Outside (Breezeway Holding Station)	1 Third-Grade Teacher Outside (Breezeway Holding Station)
	1 Third-Grade Teacher Inside	1 Third-Grade Teacher Inside
	2 Second Grade Teachers Inside 2 Second Grade Teachers Outside	2 Second Grade Teachers Inside 2 Second Grade Teachers Outside
4th/5th Grade Pick-Up		
	2 Fourth Grade Teachers	2 Fourth Grade Teachers
	2 Fifth Grade Teachers	2 Second Grade Teachers
Boys and Girls Club	4th & 5th Grade (Gym)	2nd Grade (Computer Lab/Playground)
	B & G Club Staff	B & G Club Staff
	B & G Club Staff	B & G Club Staff
Walkers (meet in the lobby)		
	Sarah Beck & Patti Daniels	Sarah Beck & Patti Daniels

AM/PM Duty Stations:

- AM Duty Time
 - Students are not allowed to enter their classrooms until 7:45.
- PM Duty Time
 - Please stay in the hallway, monitor students, and keep traffic moving.

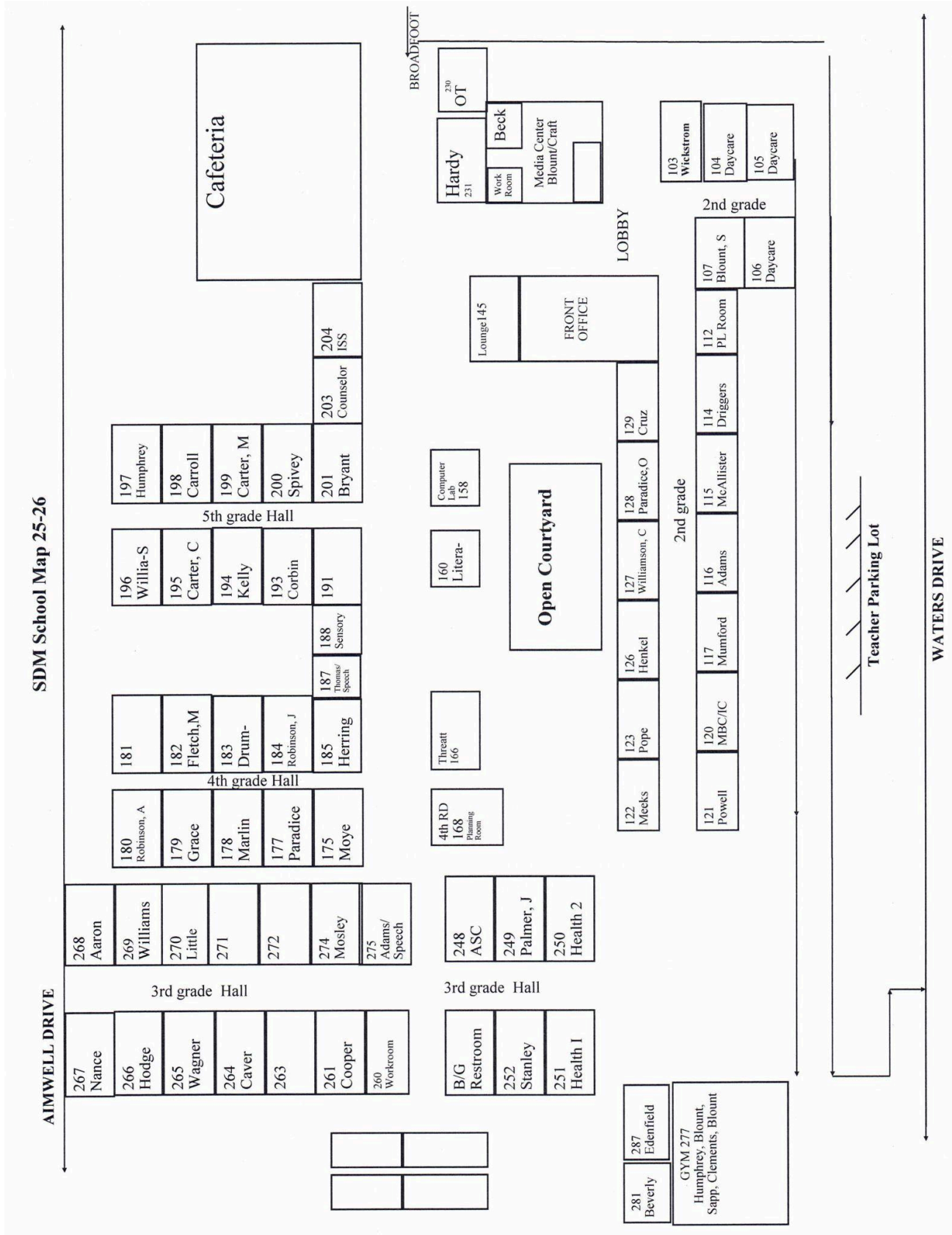
Morning Greetings:

All teachers should be in their doorways in the mornings as students arrive. Please be sure to greet each student with a smile and a positive attitude to start their day.

SDM FACULTY TEAMS		
Tribal Council & MTSS Team	PBIS	Family Engagement Team
Brandon Boston, Principal Michael Johnson, AP Ben Helms, AP Kristin Palmer, Math IC Mary Beth Cook, ELA IC Heather Oliver, ELA IC Ashley Driggers, 2nd Grade Janna Palmer, SPED Jaya Robinson, 4th Grade Joannie Scott, Counselor Julie Spivey, 5th Grade Julie Wager, 3rd Grade Madelin Yarbrough, Front Office Rachel Paradise, 2nd Grade	Brandon Boston, Principal Michael Johnson, AP Ben Helms, AP Michaela Nance, 3rd Grade Cassie Williamson, 2nd Grade Macy Fletcher, 4th Grade Stephanie Williamson, 5th Grade Paula Corbin, 5th Grade Inclusion Regina Moye, 5th Grade Resource Joannie Scott, Counselor Emily Powell, CHAMP	Brandon Boston, Principal Michael Johnson, AP Ben Helms, AP Sarah Beck, Media Ashley Crump, Parent Morgan Kight, Parent Tyrie Johnson, Parent Julie Ramsey, Parent Morgan Hodge, Parent Cynthia Carter, SDM Teacher Gerriel Craig, Community Rep

SDM Representatives on District Teams	
STAC	TRIBE Team
Mandy Carroll Julie Wagner	Mahaylee Grace Ashley Driggers

2025-2026 SDM School Map



Vidalia City Schools Staff Dress Guidelines 2025-2026

Vidalia City School employees serve as a role model for the students and as a representative of the system. Consistent with these roles, all employees shall dress professionally and appropriately. Personnel shall follow this policy on all days students are in attendance. Personnel shall follow this policy on parent/conference days or parent meetings.

Tops

- Business casual style shirts are expected. No hoodies, sweatshirts, or t-shirts allowed, unless it is school spirit wear for those designated days.
- Low cut blouses, see-through clothing, off the shoulder, halter style, tank tops, or clothing which reveals the midriff are not allowed. Sleeveless clothing must cover undergarments.

Bottoms

- Allowable bottoms include dresses, skirts, casual dress pants, slacks, and capris. Athletic pants and shorts should not be worn. Capri pants must be below the knee.
- Dresses and skirts should touch the knee. Dresses and skirts should be loose enough to not hinder walking or mobility. The slit of a dress or skirt must come no higher than the knee.
- **Jeans are allowed only for designated circumstances (United Way, Spirit Fridays, etc...).** **Spirit wear should be worn with jeans (school colors).**
- Pants and skirts should not have any frays or holes.

Shoes/Jewelry/Accessories

- Shoes and sandals must have a back. Flip-flops are not allowed.
- Hats are not to be worn inside.
- Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug related, contain strong imagery, gang related or obscene phrases may not be visible.
- Earrings and studded nose rings are allowed. All other piercings must be covered or removed while on campus

****Physical education teachers may wear chino style shorts that touch the knee or loose fitting athletic pants. No yoga pants or leggings are allowed for any teacher, including physical education teachers. Physical education teachers may wear a collared sport/golf shirt.**



2025- 2026 DISTRICT PRIORITIES: AT A GLANCE



COLLABORATIVE PLANNING

Teams work interdependently to plan, analyze student learning, and respond to data, using shared goals and protocols to improve outcomes.



TEACHER CLARITY

Teacher Clarity ensures that students understand what they are learning, why it matters, and what success looks like. It includes clear learning targets, success criteria, and feedback opportunities that help students take ownership of their progress.



LESSON PLANNING

Lesson plans connect daily learning targets, instructional strategies, and assessments, ensuring access, engagement, and support for all students.



UNIT DEVELOPMENT

Teachers collaboratively design units using backward design to align standards, assessments, and instruction for consistent, meaningful learning.



SPECIALLY DESIGNED INSTRUCTION (SDI)

SDI is individualized instruction for students with disabilities that adapts content, method, or delivery based on their IEP goals and unique learning needs, ensuring access to grade-level curriculum.



MTSS (TIER 1)

Tier 1 focuses on strong universal instruction and proactive supports for academics, behavior, and well-being for all students, informed by data. Tier 1 ensures a whole child approach.