



Mount Zion
Middle School
Faculty & Staff
Handbook
2024-2025

MZMS MISSION STATEMENT

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

MZMS VISION STATEMENT

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

VISION COMMITMENTS

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

Focusing on Learning

Maximizing our Talents

Providing Premier Experiences

Serving our Communities

Ensuring Good Stewardship

MZMS BELIEFS

We love our students. We love One Another. We provide service above self. We show gratitude.

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

EXPECTATIONS OF ALL STAFF AT MZMS

EXPECTATIONS OF PROFESSIONALISM

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

EXPECTATIONS FOR IMPROVING STUDENTS' PERFORMANCE

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

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

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

EXPECTATIONS FOR LESSON PLANNING

We will use a common instructional planning framework to build teaching and learning activities – **SEATS**:

Standards: A common understanding of what students are expected to know, understand, and be able to do

Essential Question: The critical question(s) students must be able to answer to demonstrate understanding of the lesson. The EQ should be visible, relevant to the standard and lesson, and referenced during instruction

Activating Strategies: Strategies to engage students at the beginning of the lesson. The strategies should establish a mental link between the intended learning and/or past learning or experiences

Teaching Strategies: Teachers should use research-based instructional practices to engage students in rigorous learning opportunities. The utilization of higher-order thinking questions should be emphasized to probe for students' understanding. A combination of formative and summative assessment should be used to monitor students' progress and learning. Consistent feedback should be provided for all students on their performance.

Summarizing Strategies: Strategies to assess student understanding throughout a lesson and near the conclusion of each class.

Carroll County School System's Teacher Essentials:

Passionate – Courageous – Reflective – Committed

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

FACULTY GUIDE BY TOPIC

ACCIDENTS AND INJURIES INVOLVING STUDENTS

Teachers and staff must report all student accidents to the nurse and the administration.

Staff Safety

A 'Safety-First' attitude will create a safe working environment and reduce employee injuries.

*Arrange desks for ease of traffic and visibility

*Clean up spills immediately to eliminate slip hazards

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

*Wear appropriate footwear

If an injury occurs, the staff member should report the information immediately to Donna Miles and David Rooks

Workers' Compensation

Employees may be entitled to Workers' Compensation benefits if injured on the job. The injury must arise out of and in the course of employment. The injured employee must provide notice of the injury immediately, but no later than 24-hours after the accident, to the employer, the employer's representative or the employee's immediate supervisor. Failure to do so may result in the loss of benefits. The injured employee may select a medical care provider from the list

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posted by the Board of Education Panel of Physicians. Only those providers listed are authorized to provide medical care for a work-related injury. It is the employee's responsibility to schedule follow-up visits/treatments after work hours. The Panel of Physicians is posted in visible locations at all schools and in all facilities maintained by the Carroll County Board of Education.

Workers' Compensation Early Return-to-Work-Program

The Early Return-to-Work program is a proactive way for the Carroll County School System to help an injured worker stay or return to productive and safe work as soon as physically possible. This program, with proper implementation, can benefit all parties involved. The employee is responsible for active participation in the program and the school/supervisor is responsible for implementation and monitoring of the program outcome. The board office and supervisors will work in conjunction with the authorized treating physician to obtain physical limitations and develop a position to accommodate the specific restrictions. The school system understands the value of the contributions of all employees; thus, every effort will be made to accommodate physical restrictions. Once a First Report of Injury is submitted, the return to work coordinator will contact the injured worker to discuss their participation in the Early Return-To-Work program.

Panel of Physicians		
Physician Name	Address	Number
Georgia Vision Institute (Ophthalmology)	158 Clinic Avenue Carrollton, GA 30117	770-834-1008
Caduceus Occupational Medicine - Douglasville (Occupational Medicine / Industrial Clinic)	7421 Douglas Boulevard Suite A Douglasville, GA 30135	678-483-0288
Piedmont Orthopedics by OrthoAtlanta Mark S. Duffield (Orthopedic Surgery)	2976 Chapel Hill Rd Suite 200 Douglasville, GA 30135	770-949-8558
Peachtree Immediate Care (Urgent Care)	209 Cooley Drive Suite 101 Villa Rica, GA 30180	770-456-0911
Resurgens Orthopaedics Freddy A. Achecar, Jr. (Orthopedic Surgery) Raj Bhole (Orthopedic Surgery)	6001 Professional Parkway Suite 1040 Douglasville, GA 30134	770-949-7400
Tanner Occupational Health Clinic (Walk In Only) (Occupational Medicine / Industrial Clinic)	1480 Hwy 27 S Carrollton, GA 30117	770-836-9445
Carrollton Ear, Nose, and Throat	150 Clinic Avenue Suite 201 Carrollton, GA 30117	770-832-1488
Orthowest (Orthopedic Surgery)	150 Clinic Avenue Suite 101 Carrollton, GA 30117	770-834-0873

Failure to follow proper procedures could result in claims being denied.

ACTIVITY CALENDAR and ANNOUNCEMENTS

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

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

Announcements that need to be read to the students should be submitted to the [“Announcements”](#) Google Sheet by 8:00 each morning.

ATTENDANCE

Student Attendance

Student attendance should be taken at the beginning of each class period in Infinite Campus. First period’s attendance may need to be taken after the activator is completed to allow for late bus arrivals.

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

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

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

Faculty Attendance

All faculty and staff should arrive by 7:45 AM and be ready to receive students by 8:00 AM. If you have a duty in the morning, you should arrive by 7:45 at your designated location.

The end of the workday for teachers and staff is 3:45 PM. Teachers who have an afternoon duty should fulfill the obligations of that duty before leaving for the day.

All Carroll County School sick and personal leave policies may be found in their entirety on the Carroll County Schools’ website and the [CCSS Employee Handbook](#). All school employees are encouraged to be present every day. Children cannot learn at the same level when their teachers are absent and other teachers often have to cover classes due to a lack of substitute teachers.

Teachers must notify David Rooks (770) 856-2055 AND Tewanna Brown (678) 633-2654 if they are going to be absent from school for any reason. If it is an emergency and you have to call in that morning, please make sure you notify the administration before 7:00 AM so coverage can be scheduled.

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

Planning time should be used for planning or other school-related activities including collaborative meetings, data-digs, professional learning, and parent contacts/conferences. It is not intended as a time for personal errands or activities.

Once an employee has reached 5 absences due to illness, a doctor’s excuse will need to be provided to the

administration for each subsequent absence.

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

CELL PHONE POLICY at MZMS

Students are not allowed to have cell phones during the school day. Once students are dismissed to go to 1st period, all cellphones should be put in lockers. Students who do not follow the school policy will have their phones taken up. Phones that are taken up by teachers should be sent to the front office immediately. Phones are logged. Students will get their phones back at the end of the school day after for their first offense. All subsequent offenses will entail a parent/guardian coming to the school to pick up the phone or students will have the option to pay \$5 to get the phone back.

Teachers should not be on their phones during class time/duties/supervision. Please avoid posting on Facebook or other social media during your instructional time unless it is to highlight something positive happening in your classroom.

CODE OF ETHICS

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

SCHOOL COMMUNICATION (INTERNAL)

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

SCHOOL COMMUNICATION (EXTERNAL)

Mount Zion Middle School will utilize Facebook, Twitter, Instagram, the MZMS website, and electronic newsletters to distribute information to the community. We want to make sure that we get as much positive publicity as possible. Coaches/Club Sponsors are expected to post information about games and performances.

COMMUNICATION WITH PARENTS/GUARDIANS

Our communication should be timely, clear, consistent, as positive as possible, and professional. All communication should be documented in Infinite Campus. Communication should be two-way with a response from the parent or guardian documented. If no response is received, administration should be made aware of the communication attempts. Please remember that the purpose of communicating with parents or guardians is to try to get them involved so we can work together to address/fix the issue that has occurred. The following are communication expectations for all faculty and staff at MZMS:

- *Any citation that a student earns should be followed by communication with the parent/guardian of the student (students should always be made aware of citations they earn).

- *Students who are failing at the mid-term of each 9-weeks grading period should have their parent/guardian Contacted.

- *Positive contacts are encouraged. Please document these contacts as well in Infinite Campus.

It is highly recommended to send home classroom policies, procedures, and expectations with students within the first week of school. This helps set expectations early and will decrease problems later.

COUNSELING AND GUIDANCE DEPARTMENT

The guidance and advisement program is a cooperative effort between teachers, counselors, students, and parents. The counselor will work with students in regards to social/emotional, academic, and career choices (as required by the Bridge Bill). Students should not be allowed to go see the counselor whenever they ask. If a student asks to see the counselor, Mrs. Bennett should be notified and she will call the student to her office at the next available moment. If the teacher feels it is an emergency, the teacher may contact the front office so the student can be escorted to the guidance office until they can be seen. Teachers who feel that students need to be referred to the Counselor may contact Mrs. Bennett with their concerns.

DUTIES

Teachers will be assigned morning and afternoon duty. Teachers should report to morning duty by 7:45 am and afternoon duty upon dismissal at 3:20. Students should not be wandering around the hallways. If you are absent at any time during your assigned duty, it is your responsibility to arrange for a substitute to cover for you.

Replacement/Substitutes' names should be reported to Mrs. Brown. All employees are asked to work two gates/activities per semester. Signup sheets will be made available at preplanning. If you do not sign up for gates, they will be assigned to you.

DISCIPLINE and BEHAVIOR

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

Reminders:

Set Expectations early

Keep small things small. Do not elevate the problem

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

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

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

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

Being proactive will prevent many discipline problems.

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

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

Consequences for inappropriate behavior:

PBIS Rewards should be used to designate citations to students. Once a citation has been earned, teachers must complete the minor referral in PBIS Rewards, notify that student and follow up with a parent/guardian contact about the offense. The following are administrative consequences for citations across classes per 9-weeks. Reminder: You are able

to provide your own interventions to handle the issues in the classroom when single citations are earned. Examples may include moving seats, conferences, silent lunch, etc.

*5 Citations - 1 Day of ISS

*10 Citations - 2 Days of ISS

*15 Citations - 3 Days of ISS & Behavior Contract

Any student who significantly disturbs the instructional process and/or the learning of others in the classroom may be sent to the office. Teachers should contact the front office when sending students to the office. Students should be given direct instruction on where to report. A major referral should be completed in PBIS Rewards as well as a text to an administrator. The student should remain in the office until an administrator speaks to the student.

Grades should never be used as punishment for a student. Physical activities in the classroom (such as push-ups or wall sits) should not be used in the general classroom. PE and weight training classrooms should use caution when using physical activities as punishments.

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

ISS

In-School Suspension may be used as a consequence for students who cannot behave in the classroom environment. ISS may be assigned for a short term or for an extended period of time (up to 9 weeks). Teachers must send work to ISS for students who are in there. Teachers may assign work via email to Mrs. Martin, the ISS teacher. Students must be given credit for all work completed in ISS. Teachers should visit their students in ISS during their planning period to see if the student has any questions about the assignments to complete. If a SPED student is in ISS, the SPED collaborative teacher should also visit the student to see if they need any support in completing the assignment.

DRESS CODE

The dress code policy for students of Carroll County may be found in the district's [student handbook](#). All faculty should monitor the dress code but it should not become a barrier to education for students. We must use common sense. If you have questions regarding the dress code, please see an administrator.

Faculty Dress Code

Faculty members are expected to dress in a manner that distinguishes them as professionals. Jeans may be worn on designated spirit days. All men should minimally wear collared shirts. On spirit days, branded, MZ-themed shirts may be worn. No sweat suits, jogging pants, lounging pants, shorts or yoga pants may be worn at any time (Gym teachers are allowed to wear sweat suits or shorts as deemed appropriate).

EXTRACURRICULAR ACTIVITIES

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

ALL Faculty and staff will be asked to work a minimum of two gates/activities per semester.

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

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

ByLaws.

FACULTY MEETINGS and PROFESSIONAL LEARNING ACTIVITIES

Faculty meetings will be held on a regular (monthly) basis to discuss policies and procedural issues or changes that need to be made. All faculty members are required to attend faculty meetings unless otherwise noted by the administration.

Professional Learning Communities (PLCs) will meet weekly for collaboration. Other meetings such as professional learning opportunities, grade-level meetings, and Eagle Teams meetings will also meet on a regular basis. All meetings should have an agenda and sign-in form. All teachers are expected to attend and participate in any meeting that is held at MZMS.

FIRE, LOCKDOWN, AND SEVERE WEATHER DRILLS

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

GRADING AND GRADE REPORTING

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

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

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

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

If a student is failing a class at the midterm, teachers should make sure to contact parents/guardians to inform them of the failing grade.

POSTING GRADES

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

HEALTH PROBLEMS/MEDICATION ADMINISTRATION

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

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

HOMEWORK

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

method of punishment for students.

KEYS & ALARM SYSTEM

All teachers are issued an electronic key card for entry into the building. Teachers are expected to use these whenever they enter the building. Key cards must be returned when a faculty member leaves MZMS. Lost key cards are \$25.00 for a replacement. Teachers should have a classroom key that accesses their classroom. Faculty members entering or leaving the building after hours should make sure the building is secure. If you have issues with keys, please notify Kelly Wright.

LUNCH

All teachers are expected to accompany, and pick up their classes from lunch. Students should walk together to and from lunch in a line with minimal talking. Teachers should make sure that students are sitting in their designated area and that the area is clean when the students leave. If a teacher assigns silent lunch, they are responsible for monitoring it.

MOMENT OF SILENCE AND PLEDGE TO THE FLAG

Georgia Senate Bill 396 requires that each public-school classroom at the opening of each school day conduct a moment of silence for the purpose of quiet reflection. This moment of quiet reflection is not intended to be and shall not be conducted as a religious service or exercise. It shall be a moment of silent reflection on the anticipated activities of the day. The Pledge of Allegiance and Moment of Silence will be conducted during 1st period prior to the announcements. Students who do not wish to participate must sit quietly at their desks.

MONEY/CASH COLLECTION/PURCHASE ORDERS

When collecting money, teachers should count all money received, compare it to the receipt book, and fill out the cash collection form. Return money, cash collection form, and receipt book to the bookkeeper on a daily basis by 3:20 pm. If more than one fund is involved in the process be sure to itemize the breakdown.

Purchase Orders

All purchases will be submitted through the district's supported website. No person shall be allowed to make purchases in the name of the school without an authorized purchase order. The school will assume the responsibility for paying invoices for purchases only if the established purchasing procedure is followed: All information is correctly filled out on the requisition. Date of the purchase order. Fill in the total amount of purchase order (an estimate may be used but you should estimate high). List items to be purchased. Properly completed purchase orders are to be approved by the principal BEFORE the purchase is made. As soon as your information is complete, return the purchase order to the bookkeeper. All vendors used for purchases must have a vendor packet and must be approved prior to making any purchases from that vendor. If purchases are made with no purchase order or without the vendor being approved in advance, the person making the purchases will be responsible for the charges. Requisitions and purchase orders take time to be completed and processed. Please make requests 24-48 hours in advance of when you need something.

Invoices

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

MOUNT ZION CLUSTER

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

MTSS (Multi-Tiered System of Supports)

15

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

Tier I - All students receive instruction, remediation, and acceleration as needed;

Tier II - Tier I plus needs-based learning interventions;

Tier III Tier I and II plus individualized, researched based interventions.

NEGLIGENCE

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

PHOTO ID

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

PLANNING FOR INSTRUCTION

All teachers will follow the SEATS lesson planning format. The usage of front-loading documents is encouraged in their classrooms. data sheets and data digs will be used to track students' progress. Star data, SAFEs, and other formative assessments will be used for instructional planning. A variety of instructional strategies should be used in the classroom. The Four C's should be included in lessons as often as possible: Collaboration, Communication, Creativity, and Critical Thinking. The Instructional Lead Support Specialist, Renee Cole, will work with teachers on planning and implementing effective instructional strategies. The ELEOT tool will be used to complete informal observations for feedback and improvement.

REPORTING CHILD ABUSE

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

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

SEARCHES

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

SPECIAL EDUCATION

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

TEACHER EVALUATION

All evaluations will be completed using the Teacher Keys Effectiveness System. All evaluations will be completed by the school administration. Teachers are expected to complete all tasks in the TKES electronic platform in a timely manner and by the specific deadlines given by the administration. Informal observations for growth and feedback will be completed using the ELEOT tool.

TITLE I

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

VIDEOS/MULTIMEDIA/GAMES

All multimedia/games that are used in the classroom should be explicitly tied to the lesson plan for the day and serve a strong educational purpose. Teachers should not allow students to play non-educational games at any point during instructional time. Any movie/video that is going to be shown in class should be pre-approved by the administration. Videos rated PG-13/R should never be shown in the classroom.