

RANDOLPH COUNTY MIDDLE SCHOOL ~Teacher Handbook~ 2023-2024



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

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

July 17, 2023

Dear Randolph County Middle School Faculty & Staff,

Welcome Back! I truly hope you all have enjoyed your extended summer, found time to stay healthy, relax, & rejuvenate. You all have earned it! This past spring demonstrated your dedication to our students, passion for teaching, and flexibility. I cannot thank you enough for your trust and patience with me as we end yet ANOTHER extraordinary year and heading in to a new one. We have so much to celebrate and be thankful for. Nevertheless, as I count my many blessings, please know that I count each of you TWICE!

This year will be much like all of those before... full of WORK, WORK, and more WORK. But that is something we are all used to. It is good to know that WORK is not something that 'The Middle' shies away from. It is my goal to continue to do the things necessary to move forward and continue to 'RISE.' We are in this together! We will share laughter, tears, love, fears, and so much more. I cannot think of a better staff to do this work with.

In this packet you will find some pertinent information and procedures I need you to be familiar with as we begin the new school term.

Thank you for your commitment and being part of 'The MIDDLE!' Please know that we are BETTER TOGETHER and may the rest of the year be the very best part of this school year!

Sincerely,

Elizabeth Knighton, EdS

Principal

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Chapter One: Personnel

Randolph County Middle School Administrative Team

Mrs. Elizabeth Knighton	Principal
Mr. D. Keeyon Battle	Assistant Principal
Ms. Jeanette Burks	Counselor

Administrative Duties and Responsibilities:

Mrs. Elizabeth Knighton, Principal

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

Mr. D. Keeyon Battle, Assistant Principal

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

Ms. Jeanette Burks, Counselor

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

~RCMS Faculty and Staff Roster~



<i>Administrative Staff</i>	
Principal	<i>Elizabeth Knighton</i>
Assistant Principal	<i>D. Keeyon Battle</i>
Counselor	<i>Jeanette Burks</i>
<i>Certified Staff</i>	
6 th & 7 th Grade English/Language Arts Teacher	<i>Nates Davis</i>
6 th through 8 th Grade Science Teacher	<i>OnLexiux Jones</i>
6 th through 8 th Grade Social Studies Teacher	<i>Treven Floyd</i>
7 th & 8 th Grade Mathematics Teacher	<i>LaNequa Murphy</i>
6 th & 8 th Grade English/Language Arts Teacher	<i>Sommier Thomas</i>
6 th & 7 th Grade Mathematics Teacher	<i>Brianica McClendon</i>
Special Education Teacher/ELA & Math Co-Teacher	<i>Robin Nicholson</i>
Reading Interventionist/Coach	<i>Katrina Hall</i>
<i>Classified Staff</i>	
Title I Paraprofessional/Math Intervention	<i>Kimbrell Pinkins</i>
Title I Paraprofessional/ISS	<i>TBA</i>
Special Education Paraprofessional	<i>Lakennya Barnett</i>
Special Education Paraprofessional	<i>Theresa Rivers</i>
Middle School Secretary	<i>Gustina Manyeah</i>
Custodian	<i>Syreeta James</i>
<i>Special Area</i>	
Health & Physical Education	<i>Staysha Allen~</i>
Computer Science	<i>Britney Johnson Gilbert~</i>
Music Appreciation	<i>Myron Grimes~</i>
<i>Support Services</i>	
Mathematics Coach	<i>Jocelyn George~</i>
MTSS/School Improvement Coordinator	<i>W. Sheri Jenkins*</i>
Parent & Family Engagement Coordinator	<i>Shayla Gilbert*</i>
Student Support Services Coordinator	<i>Trina Murphy Sherman*</i>
Bookkeeper	<i>Holly Gresham~</i>
Records Clerk/Attendance Support Team Chair	<i>Sha'Keythia Cooper*</i>

Who to see about.....?

Attendance Counts	Secretary – Gustina Manyeah
Attendance Problems	Secretary – Gustina Manyeah
Emergency Drills	Principal - Elizabeth Knighton
Employee Benefits	Human Resource Director - Shirley Marshall
Field Trips	Principal - Elizabeth Knighton
Furniture/Room Equipment Needs	Custodian - Syreeta James
Grades/Attendance Posting	Sha'Keythia Cooper/Laura Perkins
Instructional Issues	Team Leaders – L. Murphy, R. Nicholson & S. Thomas Elizabeth Knighton/Keeyon Battle
Instructional Technology/Programs	Instructional Technology Services - Laura Perkins
Money Questions	Principal - Elizabeth Knighton
Outside Speakers	Principal - Elizabeth Knighton
Parent Contact Logs	Asst. Principal - Keeyon Battle
Personal & Sick Leave	Principal - Elizabeth Knighton
Procedures in General	Team Leaders – L. Murphy, R. Nicholson & S. Thomas Principal - Elizabeth Knighton
RTI/MTSS Process	MTSS Coordinator/SIP – W. Sheri Jenkins
Standards-Based Instruction	Team Leaders – L. Murphy, R. Nicholson & S. Thomas Reading Interventionist/Coach – Katrina Hall Math Coach – Jocelyn George Principal - Elizabeth Knighton
School-Wide Calendar	Principal - Elizabeth Knighton
Student Behavior	Asst. Principal - Keeyon Battle/Principal - Elizabeth Knighton
Substitute Teacher Procedures	Principal - Elizabeth Knighton
Technology/Network Problems	Director of Technology - James Cobb
Video Approvals	Principal - Elizabeth Knighton

Chapter Two: General Information

~2023-2024 RANDOLPH COUNTY SCHOOLS CALENDAR~

JULY 2023		JANUARY 2024 CONT.	
20	New Teacher/Personnel Orientation	10	Early Release/Report Cards/Parent Conf.
24-31	Pre-Planning	15	MLK Holiday (Schools Closed)
31	Open House		
		FEBRUARY 2024	
AUGUST 2023		7	Progress Reports 3 rd 9 Weeks
1	Students First Day of School	15	Early Release – ½ PL Day
		16-19	Mid-Winter Break (Schools Closed)
SEPTEMBER 2023			
4	Labor Day (Schools Closed)	MARCH 2024	
6	Progress Reports 1 st 9 Weeks		FTE Count #3
29	End of 1 st 9 Weeks (43 Days)	8	End of 3 rd 9 Weeks (44 days)
		20	Early Release/Report Cards/Parent Conf.
OCTOBER 2023		29	Early Release – ½ PL Day
	FTE #1		
6	Early Release – ½ PL Day	APRIL 2024	
9-13	Fall Break (Schools Closed)	1-5	Spring Break (Schools Closed)
18	Early Release/Report Cards/Parent Conf.	17	Progress Reports 4 th 9 weeks
NOVEMBER 2023		MAY 2024	
8	Progress Reports 2 nd 9 Weeks		Elementary School Honors Day Programs
17	Early Release – ½ PL Day	16	Middle School Honors Day Program
20-24	Thanksgiving Holidays (Schools Closed)		High School Honors Day Program
			Elementary School – Field Day
DECEMBER 2023		22	Middle/High School – Field Day
15	Early Release – ½ PL Day	22	Students Last Day/Early Release
15	End of 2 nd 9 Weeks (45 days)/ 1 st Sem. (88 days)	22	End of 4 th 9 Weeks (48 days)/ 2 nd semester (180 days)
18-29	Winter Break (Schools Closed)	23-24	Post-Planning/Graduation Practice
		25	Graduation for Randolph – Clay HS
JANUARY 2024		27	Memorial Day (School Closed)
1	New Year’s Day (School Closed)		
2-3	Teacher Workdays (Students cont. Break)	JUNE 2024	
4	Students Return from Winter Break	3-27	<i>Summer School (tentatively)</i>
		9	Report Cards
		19	Juneteenth Holiday (School Closed)

~School Calendar~

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

~School Day~

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

Support Staff: 7:15 a.m. to 3:45 p.m.

Teachers: 7:30 a.m. to 4:00 p.m. / Committee/Collaborative days are 7:30 a.m. to 4:30 p.m.

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

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

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

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

~Morning Arrival Procedures~

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

~ INSTRUCTIONAL BELL SCHEDULE ~

7:30-7:55	Grab and Go Breakfast
7:55	Breakfast is over; students are in homeroom completing morning work, inventories, etc.
7:55 – 8:00	Homeroom starts, Attendance and Morning Announcements
8:00-8:55	1 st Period
9:00-9:55	2 nd Period
10:00-10:55	3 rd Period - Science, Social Studies & SPED Planning
<i>11:00-12:00</i>	<i>Lunch(Please adhere to your allotted time for lunch) *</i>
11:00-12:30	4 th Period – Math Content Planning
12:35-1:30	5 th Period – ELA Content Planning
1:35-2:30	6 th Period
2:35-3:30	7 th Period
3:25	Afternoon Announcements via intercom
3:30*	Dismissal by the intercom

Randolph County Middle School Special Area & Lunch Schedule

	1 ST Semester			2 nd Semester		
	3 rd	4 th	5 th	3 rd	4 th	5 th
	10:00-10:50	(11:00-12:30) 11:35-12:30	12:35-1:30	10:00-10:50	(11:00-12:30) 11:35-12:30	12:35-1:30
Physical Education <i>Staysha Allen</i>	8A	7B	8B	6B	7A	6A
Lunch		11:00-11:30	11:30-12:00		11:00-11:30	11:30-12:00
Computer Science <i>Britney Gilbert</i>	6B	7A		8A	7B	
Lunch		11:00-11:30	11:30-12:00		11:00-11:30	11:30-12:00
Music Apprec <i>Myron Grimes</i>	*select	*select	6A	*select	*select	8B
Lunch		11:00-11:30	11:30-12:00		11:00-11:30	11:30-12:00

~Parent-Teacher Conferences~

Initial Parent Contact

Teachers are required to telephone all parents during the first two weeks of school. Please introduce yourself, give a positive update about their child up to this point and provide parents with a time and telephone number that you can be reached. Also, please discuss with parents the importance of their input and involvement. Please use discretion in giving out your home/cell phone number and/or personal email address. Please record this conversation on the parent contact log. The school secretary will collect this log by the 5th day of each month, beginning September.

Conferences

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

~Required Meetings~

Professional Learning and Collaborative Planning include but are not limited to the following: Content Collaborative, SPED Collaborative, Faculty Meetings, Leadership Team, RTI/MTSS, and Committees.

Each meeting is required to have Scheduled Meeting Dates, Norms of Conduct that everyone must follow, and Roles and Responsibilities.

Calendar of Scheduled Meetings

1st Monday – Faculty Meetings

2nd & 4th Mondays – Core Leadership Team

Every Monday – Data Days (during Planning Period)

Each Tuesday (during Planning Period) – Content Collaborative for all core content

Thursdays – SPED meetings/IEP Reviews (as needed)

Tuesday After school (scheduled as needed) – RTI and Committee meetings

Norms of Conduct

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

Roles and Responsibilities

Facilitator– facilitate session/ prepare agenda/ take consensus

Recorder - take minutes using template/email minutes to team and admin

Timekeeper - enforces group norms/monitors time/makes sure meetings flow

Faculty Meetings

First Mondays of each month are reserved for faculty meetings. These meetings will occur between 3:50-5:00pm, when possible, and will provide an opportunity to disseminate necessary information as well as address school wide issues of concern or interest. Please note, these meetings may also be held during the school day. All staff is required to attend scheduled Faculty Meetings.

Submitting Agenda Items

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

Leadership Team Meetings

At Randolph County Middle, teachers are leaders. Everyone has a role and is expected to participate accordingly. With that said, it is everyone's responsibility to ensure a positive, productive, and high performing school culture and climate. School wide, as well as specific issues and concerns can always be addressed with school administration. Instructional, organizational, programmatic and procedural issues will be shared in a collaborative setting to make effective decisions regarding our school. There is however a core Leadership Team. The Core Leadership Team will meet the 2nd and 4th Mondays of each month from 3:50-5:00pm. Attendance is required for all core Leadership Team members.

Content Collaborative Planning Meetings

Mondays are reserved for Data Days with school administrators and the Exceptional Education co-teacher. This will occur during your 'planning period.' Every Tuesday of the month is reserved for Content Collaborative Planning meetings. Content Collaborative Planning meetings will be held during 'planning period.' On pre-scheduled occasions, collaborative planning may be schedule on Tuesday after school from 3:50-5:00pm. ALL certified staff is expected to make prior arrangements and attend collaborative planning meetings.

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

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

Team Leaders are to maintain a shared Google Drive folder that contains artifacts such as collaborative planning agendas, meeting minutes, common assessments, collaborative planning log sheets (minutes), handouts, etc. **The Collaborative Planning Agenda and Recorded Minutes should be uploaded in a shared Google Drive folder with the team weekly.**

~Evaluations~

School administrators who will utilize the appropriate evaluation instrument (TKES for teachers and LKES for administrators) will evaluate every certified staff member. Each teacher will login using his or her PowerSchool username and password. The SLDS platform is located on your PowerSchool dashboard. Each teacher will have a pre-conference to set goals for the year as part of the process.

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

~Instructional Programming Cycle~

SEE

Assessments



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

PLAN

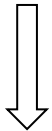
Lessons



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

DO

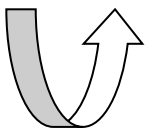
Instruct



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

CHECK Monitor Results

- Focus on continuous improvement and mastery



~Professional Growth Plans~

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

Chapter Three: Curriculum and Instruction

~Randolph County Middle School Vision & Mission Statement~

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

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

~College and Career Ready Performance Index

What is the College and Career Ready Performance Index?

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

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



~School Improvement Goals~

Academic Achievement

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

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

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

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

School Climate

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

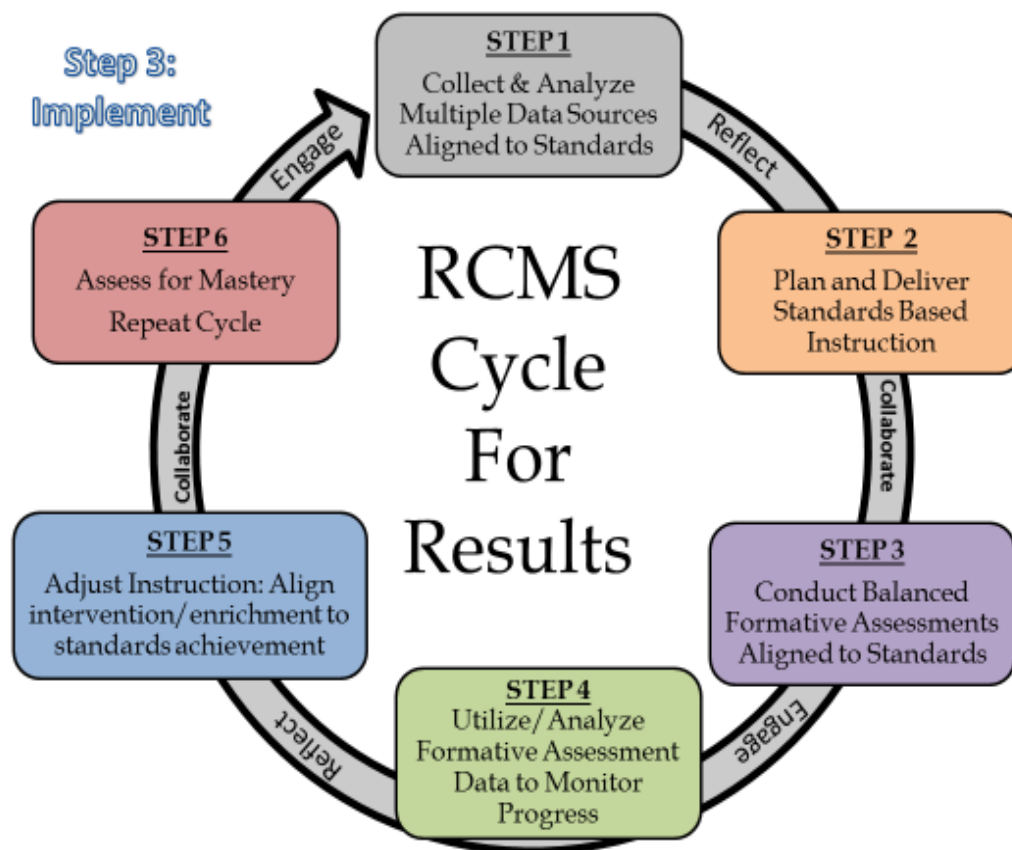
Parent Engagement

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

~Curriculum ~

Georgia Standards of Excellence

Randolph County Middle School uses the Georgia Standards of Excellence as the curriculum for all subjects. Teachers are strongly encouraged to visit www.GeorgiaStandards.org for resources and support with developing lessons that are aligned to the standards. Additionally, resources to assist with implementation of the standards and pacing are provided. Resources include Educational Epiphany units, I-Ready, Ascend Math, Illuminate DNA, Read180, Coach Workbooks, StemScopes, Gallopade, etc.



~INSTRUCTIONAL NON-NEGOTIABLES~

Randolph County School District

January 2022

Unit and Lesson Planning: alignment with state standards, curriculum, materials

- Teachers are expected to meet daily to plan.
- Teachers should prepare new daily lesson plans each week. Teachers were asked not to recycle lesson plans.
- Teachers should fully complete the lesson plan template each week, leaving no sections blank.
- Each daily lesson plan should include a Bell-Ringer, Opening (I Do), Work Session (We Do, You Do Together, You Do Alone), and Closing.
- Each daily lesson plan should reference a standard(s), include a PBO/Learning Target, questions for students aligned to the DOK of the standard, and general and domain specific vocabulary that will be used that day.
- On the last section on the lesson plan template, teachers should describe how they would differentiate instruction. Planning for Differentiation is challenging. Teachers will collaborate with SPED teachers to address this.
- SPED teachers should be in collaborative planning sessions with regular education teachers.

Delivery of Instruction: teachers orchestrate learning experiences for all students

- Teachers should facilitate student-centered learning opportunities daily in which students can practice/apply their learning.
- Teachers should facilitate a Closing each day in which student learning is informally assessed.
- Teachers should describe how instructional technology would be used during each day's lesson on the lesson plan template. (Having students logged into Google Classroom is not an example of using Instructional Technology.)
- Writing is important and should be incorporated into all content areas.
- Teachers MUST have high expectations of all students.

Formative Assessments: teachers check for student understanding minute by minute, day by day.

- Teachers will be expected to assess students at least once weekly. Results are to be used to plan for instruction next week.
- Teachers will administer the CFA (4 ½ week) during the agreed upon testing window & approved platform (Illuminated DNA)
- Teachers will administer assessments in accordance with dates on the assessment calendar

Interim Assessments: more formal testing, usually quarterly, to check for student proficiency

- Teachers will administer the 9 week exam during the agreed upon testing window & approved platform (Illuminated DNA)
- Teachers will administer assessments in accordance with dates on the assessment calendar

Data Analysis: teachers look at interim assessment results, plan improvements, and identify struggling students

- Teachers will use reports in Illuminated DNA to review student performance after each assessment (Assessment Matrix Report & Student Small Slips)
- Teachers will update school specific data sheets a week after the assessment
- Teachers will conference with students in reference to their academic and behavioral performance

Follow-Up: teachers rethink, reteach, and get extra help for students who need it

- Teachers review data and assign students to the appropriate support (small groups, after school, Saturday school etc.)

Summative Assessments: unit tests, grades, and high-stakes state tests

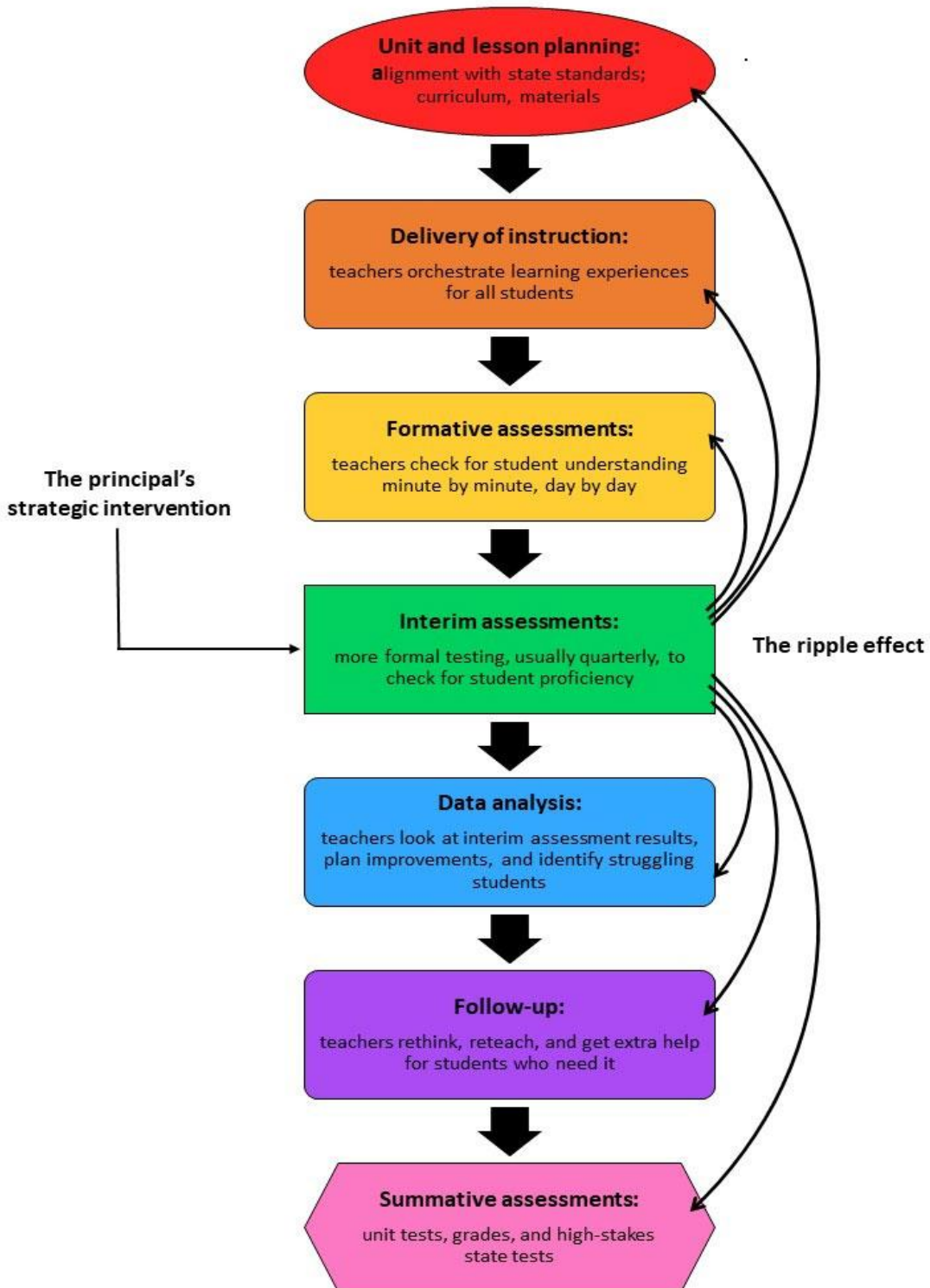
- GA Milestones
- CTAE EOPA

All Randolph County Schools classrooms are Standards-based and include the following:

- Technology for staff and students
- Fluid Word Walls (words and definitions)
- Visible and annotated PBOs—Learning Targets
- PBIS classroom expectations
- Posted Instructional framework (Gradual Release / 5Es)
- Hard copies of lesson plans

~Instructional Framework~

“The Ripple Effect”



~Lesson Planning~

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

Essential Standards-Based Components

Lesson Plans MUST contain the following:

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

Format

Randolph County Middle School Lesson Plan Template has/will be reviewed with each teacher by the administrative staff.

Submittal

Lesson Plans are to be electronically submitted via Shared Google Drive **by each teacher** no later than 12:00pm on Friday afternoon. Submittal will begin the 2nd week of school. In the event that Lesson Plans are not consistently turned in on time (at the third missed submittal), teachers may be required to stay afterschool on Friday to turn in Lesson Plans. Administrators will check lesson plans and provide feedback (when necessary) on a weekly basis.

~Field Trips~

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

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

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

~Speakers~

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

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

~Substitute Teacher Information~

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

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

Substitute folders are due by the 1st of September, November, January, and March.

~Volunteer Opportunities~

Randolph County Middle School welcomes parent and community volunteers. To assist teachers in planning for volunteer services, the following list of opportunities is provided. Teachers are encouraged to make volunteer opportunities available in every class.

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

Opportunities for Volunteer Services

Language Arts/Reading

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

Mathematics

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

Social Studies

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

Science

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

Other

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

Chapter Four: Policies and Procedures

~ School Procedures for the 1st Week of School~

7:50 Breakfast is over; students are in homeroom completing morning work, inventories, etc.

7:50 – 8:00 Homeroom starts, Attendance and AM announcements. Use this time to pass out forms, review procedures, and get afternoon bus numbers, etc. for your homeroom. Discuss morning arrival procedures, schedules and class locations, traffic flow, etc.

Procedures to address:

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

9:00 Make sure that you know how each student will get home from school (i.e., get bus number). **Submit transportation list to the front office by 9 am.**

11:00 Lunch Please adhere to your allotted time for lunch.

2:00 Check transportation again. Make sure that all students are secured for dismissal.

3:25 Afternoon announcements via intercom

3:30 Dismissal by the intercom

~Afternoon Dismissal/Bus Riders~

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

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

~Afterschool~

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

~Assemblies~

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

~Attendance: Students~

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

Recording Daily Attendance

Teachers are required to keep up-to-date and accurate daily attendance records. Teacher attendance records may be requested for documentation when a student has been referred to administration due to excessive absences. The teacher is responsible for entering attendance into PowerSchool for each class period. This includes tardies, whenever possible. The teacher must also update excuses by the end of the corresponding week. **THIS A CRITICAL RESPONSIBILITY.** Attendance reports are generated daily. Teachers who fail to adhere to this process receive informal or formal reminders of their duty to maintain accurate student records, which includes attendance. If you are experiencing any problems with PowerSchool in the classroom, please notify Laura Perkins and/or the school secretary. Attendance should then be taken on paper and submitted to the office.

Student Absences

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

1. Require a written excuse from the parent when the child returns.

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

Student Tardiness

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

~Attendance: Teachers/Staff~

Significance of Teacher/Staff Attendance

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

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

Workday

Official work hours are between 7:15 am- 4:00 pm. Non-certified/paraprofessionals report to work at 7:15 am. Certified/teachers must report to work and be on post by 7:30 am. Students will be released from the busses at 7:30 am. Please schedule routine medical appointments, etc. after school or on non-workdays.

Reporting an Absence

Substitutes

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

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

1. Complete Personal/Professional Leave Form located in the front office.
2. Submit the completed form to the school secretary at least **3 to 5 days before** date of requested absence.

3. The school secretary will get approval/denial from the principal. You will receive an email from the secretary to confirm or deny your request.
4. If approved, the administration will proceed with arranging a substitute.
5. Inform Assistant Principal and other team members.

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

Last Minute Absence (Sick Leave) Procedures

Teachers must notify Administration of absence ASAP. **Contact must be made person-to-person, not by voicemail or email.** Call:

1. The school secretary
2. The principal
3. Inform Assistant Principal and Team Leader

Please note: It is VERY difficult to secure a substitute!

Extreme Emergency Absence Procedure

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

Attendance Accounting

Teacher attendance records are maintained in the front office (both manually and electronically).

Tardiness

It is understood that life happens and sometimes tardiness cannot be prevented. However, personal leave time will be deducted for repetitive and extreme cases of tardiness. As a professional courtesy and safety precaution, please **contact an administrator if you are going to be late**. This is so students will not be left unattended in addition we know that you are safe. Excessive tardiness could result in informal or formal warnings and possibly Professional Development Plans (PDP). Attendance reports will be generated every quarter to assist you in monitoring your own performance.

There is a 5 minute grace period for tardiness to work. We understand that things may arise that may cause us to become tardy. Tardiness will be documented and each time you accumulate 5 times with 5 or more minutes tardy, you will receive a 'written warning' and time will accumulate towards leave.

Personal Leave/Bereavement

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

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

Professional Learning Conferences

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

Leaving School/Signing Out

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

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

~Bookkeeping Information~

Daily Deposits

- Money collected each day for items such as snacks, concession, field trips, and other fundraisers must be turned in DAILY to the Bookkeeper.
- Teachers MAY NOT keep any money in the classroom; it must be turned in daily.
- Money should be given directly to admin. It should not pass thru the front office.
- A DAILY DEPOSIT FORM MUST accompany all money that is turned in. It must be completed correctly, or it will be returned to the teacher for correction. Money must be submitted in a sealed envelope.

Check Requests

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

Supply Requests

- Teachers will place supply orders twice per school year.
- Returning teachers may pick up their start up orders in middle school front office.
- New Teachers will be given an opportunity to place a startup order.
- You must complete a Supply Request Form.
- Turn in the supply request to the school secretary. The secretary will gain approval from the principal and supplies will be ordered. When they are received, the teacher will be notified.

Field Trips

- Fieldtrip request forms must be completed 10 school days before the date of the requested trip.
- Completed fieldtrip request should be submitted to the front office.
- The principal will grant approval of the request.
- The teacher and/or sponsor will then schedule with the Transportation Department for the buses.
- The teacher and/or sponsor will contact the cafeteria to arrange lunch and/or snacks for the trip.

- The teacher and/or sponsor is to obtain permission from parents.
- The teacher and/or sponsor must submit fieldtrip fees daily when they are collected.
- An invoice from the fieldtrip Vendor is to be submitted to the bookkeeper 5 days prior to the fieldtrip date.

~Cell Phones~

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

~Child Abuse~

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

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

~Clubs and Activities~

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

Fund Raising

OUR STUDENTS ARE NOT TO BE INVOLVED IN ANY FUND-RAISING ACTIVITIES THAT INVOLVE DOOR-TO-DOOR SALES. This is also an accreditation standard. The Board must approve all fund-raising activities prior to the start of the school year.

~Communication Chain of Command~

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

- ⇒ Teacher/Department Chairperson
- ⇒ Assistant principal and/or Instructional Coach
- ⇒ Principal
- ⇒ Assistant Superintendent
- ⇒ Superintendent
- ⇒ Board of Education.

~Confidentiality~

If a confidential matter arises concerning a student, the teacher should bring the matter to the attention of an administrator or counselor. They will then make the decision as to which process should be followed. The teacher should handle the confidential situation as opposed to designating someone else to share this information with an

administrator. As a protection of the student's rights under due process, confidentiality must be adhered to in regard to not sharing the confidential information with anyone other than those persons identified by the administrator.

~Correspondence~

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

~Counselor~

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

~Discipline~

Classroom Management

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

Maintaining an environment that is conducive to classroom learning includes insuring appropriate classroom behavior and is first the responsibility of the classroom teacher. **HAVING CLEARLY DEFINED AND UNDERSTOOD CLASSROOM PROCEDURES WILL ELIMINATE MOST POTENTIAL DISCIPLINE SITUATIONS.** Make sure that students understand completely that no student may interfere with the right to an education enjoyed by other students. Set expectations regarding appropriate behavior at the start, and then consistently enforce those expectations. If students cause you and other students to lose instructional time, deal with them fairly, firmly, consistently, and calmly.

The Parent: Your Ally in Education

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

One cannot say enough about the importance of parental contact. Most of our parents have strict expectations for their children's behavior. Interceptive and pre-emptive calls enable you to have an ally in the modification of inappropriate

behavior. Calling later after a problem has arisen can sometimes create an adversarial situation, especially if parents have asked for your phone call. Also, use the Agenda to communicate with parents where appropriate. Timely and frequent contact will keep everyone posted and will provide you with documentation of the problem if you need it.

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

RCMS Behavior Management Plan

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

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

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

Corporal Punishment

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

~Duty/Supervision~

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

Transitional Times

All teachers will have to manage and supervise and escort students during transitions throughout the building, including movement in the hallway for travels to electives, Media Center, etc., tutoring sessions, cafeteria, and restroom breaks, etc. **During all breaks, class changes, movement to and from lunch, and electives, students must be under the direct supervision of their teachers.** Our School-wide plan includes supervision expectations for all staff. Supervision is critical to the orderly operation of any school. The visible presence of an adult is an excellent deterrent to misbehavior. These duties are critical and performing duties protects you, the school, and the school system from potential legal problems.

The first thing parents ask if there is a problem is “Where was the teacher?” **If there is no teacher present, then you and all of us are in an indefensible legal position.** Be certain to follow these expectations, as you could be held personally responsible for problems that occur in your absence.

Quiet Zone

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

Supervision responsibilities and expectations for teachers and administrators:

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

On Duty means the following:

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

What do you do when on duty?

- **Supervise movement.** Watch students as they move past your assigned area or doorway. Encourage students to move on to their proper place. You are to clear the hall as quickly as is possible.
- **Monitor behavior** of the students who pass you into your classroom. For those in your classroom, establish procedures for an orderly time before announcements.
- **Consider every student as your student.** When we support each other, we get the results we expect.
- **Direct** persons in the building without a pass. Ask them if you can be of assistance. If they are doing legitimate business, they will not mind. Tell them that they can get a visitor’s pass in the office.

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

For those who have an assigned post

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

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

Afternoon Dismissal Duty. Everyone has afternoon dismissal duty.

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

Lunch Duty

An administrator and assigned support staff will have lunch duty daily. In the event that are absent and cannot perform lunch duty, teachers will be responsible for monitoring the students. Even though we will make every effort to provide duty-free lunch for teachers, all teachers are responsible for escorting students to and from lunch each day. Teachers are asked to supervise your students as they come to and leave these areas, have secured their lunch trays and are seated in their assigned seats before dismissing themselves for duty-free lunch.

Special Activities Supervision

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

Duty Schedules

EARLY MORNING DUTY	*Students enter the building at 7:30 promptly
Manyeah	Monitor 8 th grade hall & gather ISS & their work
Barnett	Student temperature checks when entering the building
Rivers	Monitor 1 st B-wing & assist with 'Grab n Go' breakfast
Pinkins	Monitor 2 nd B-wing & girls' restroom
Floyd	Monitor boys' restroom
Battle	Monitor bus ramp/random searches

*subject to change as needed

LUNCH DUTY	*Middle school lunch is from 11:00am-12:00pm (staff can eat uninterrupted from 12:00-12:30pm)
Pinkins	
Battle	Monitor student lunch line, noise level & release

*Teachers escort their classes to and from lunch. IF no one is available for duty, teachers will be responsible for lunch duty.

AFTERNOON DUTY	*Everyone should be in place at 3:30pm - awaiting bus release
Pinkins	Monitor 1 st B-wing & make certain it is clear of students
Barnett	Monitor 2 nd B-wing & make certain it is clear of students
Rivers	Return hoodies, etc. confiscated & deliver bus passes
Battle	Monitor bus ramp

~Dress and Grooming Code: Students~

The students of RCSS will be required to maintain a level of personal hygiene necessary to ensure a healthy school environment and to refrain from any mode of dress or appearance that proves to contribute to any disruption in the function of the school. ALL students must comply with the following non-exemptible dress code requirements.

This includes:

1. No hats and head coverings - No scarves, handkerchiefs, nor bandanas may be worn as a hairpiece.
2. No hooded clothing – no hoodie sweatshirts nor jackets with attached hoods.
3. Pants/shorts must be worn correctly and at no time shall be worn below the waist.
4. No backless and no thong shoes can be worn. Flip-flops, house shoes, bedroom shoes, slides, and shoes with wheels, cleats or spikes are not appropriate for school and are not permitted.
5. No frayed clothing – clothing must be free from rips, tears, or holes.
6. T-shirts with inappropriate or offensive logos and/or slogans are not allowed as acceptable school dress. No lettering across the rear end. No clothing that refers to alcohol, tobacco, drugs, sex, race, etc. No clothing that implies an attitude that being disrespectful is acceptable.
7. No tank tops – ALL shirts must have sleeves.
8. Blouses/Shirts – no see-through material, low cut revealing cleavage, crop tops (revealing the abdomen/stomach, mid-section, lower back).
9. Shorts/skirts/dresses/jumpers– must fall not more than two (2) inches above the knee and all the way around (including the sides and back) and must be properly fitted. – No daisy dukes, short shorts, miniskirts, nor short athletic-type shorts.
10. No spandex, tights, nor leggings. *Leggings will ONLY be allowed WITH a top long enough to cover the body as specified - must fall not more than two (2) inches above the knee and all the way around (including the sides and back) and must be properly fitted.

Randolph County Middle School staff is expected to enforce student dress code. Any time that you have a student in class whom you feel is in violation of the dress code or dressed in such a way as to cause a disruption, please refer him/her to the office.

~Dress and Grooming Code: Teachers~

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

Dress expectation for all teaching staff: professional dress always unless previously approved and arranged.

As professionals, certainly we are all expected to meet and even exceed the dress code established for students. **All teachers are to dress in a manner viewed by the community as professional.** We as role models must dress to fit the occasion. “Research reveals that the clothing worn by teachers affects the work, attitude, and discipline of students.” Students see and form impressions of the role models they see. Teachers are competent, intellectual, and professional. It is a teacher’s responsibility to assure this expectation is met. The faculty and staff of RCSS must abide by the same dress code as students at a minimum on ‘dress down’ days. **Denim pants and sweatpants, of ANY kind, are NOT considered professional dress.** On pre-approved ‘dress down’ days, jeans and an educational or school related graphic tee are permitted. On workdays when students are not present and designated ‘dress down’ days, casual dress is quite appropriate.

~Emergencies~

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

Emergency Procedures

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

~Facilities~

Physical Appearance

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

Conservation

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

Reserving Facilities

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

Athletic Field/ Gym/Playgrounds

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

~Fees~

State standard D 1.2 1b prohibits school from charging fees as a condition to take part in any instructional program. This does not preclude the collection of fees; however, students who are not able to pay must not be deprived of participation or products considered essential. No plan that requires a fee should ever be advertised unless approved by

the principal. When corresponding to parents, this phrase must be included exactly: *"In order not to deny or penalize any student's (or child's) participation, there are very limited funds available for students who are unable to pay."*

~Fire and Tornado Drills~

Fire Drills

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

Tornado Drills

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

~Grading Procedures~

Common Grading Dilemmas –No Zero Policy

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

Randolph County Middle School is implementing the "No Zero Policy" for the 1st and 3rd 9 weeks. Essentially, this means that no grade below 60% should be issued as the average:

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

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

~Deadlines for Grades~

1st Nine Weeks: August 1, 2023 - October 3, 2023

Grades Due	September 6, 2023 by 12:00P.M.
Progress Reports	September 6, 2023
Grades Due	October 6, 2023
Grade Verification	October 16, 2023
REPORT CARDS (½ day)	October 18, 2023 (Parent/Teacher Conferences)

2nd Nine Weeks: October 4, 2023 - December 15, 2023

Grades Due	November 8, 2023 by 12:00P.M.
Progress Reports	November 8, 2023
Grades Due	January 3, 2024
Grade Verification	January 8, 2024
REPORT CARDS (½ day)	January 10, 2024 (Parent/Teacher Conferences)

3rd Nine Weeks: January 4, 2024 - March 13, 2024

Grades Due	February 7, 2024 by 12:00P.M.
Progress Reports	February 7, 2024
Grades Due	March 15, 2024
Grade Verification	March 18, 2024
REPORT CARDS (½ day)	March 20, 2024 (Parent/Teacher Conferences)

4th Nine Weeks: March 14, 2024 - May 22, 2024

Grades Due	April 17, 2024 by 12:0P.M.
Progress Reports	April 17, 2024
Senior Grades	May 3, 2024 by 12:00P.M.
Senior Grade Verification	May 6, 2024
Grades Due	May 22, 2024
Grade Verification	May 23, 2024
REPORT CARDS	June 9, 2024

~Homework~

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

Planning Assignments

In planning homework assignments, the following should be considered:

- It is not necessary to assign all math problems in a practice section; assign odd #'s, even #'s, etc.
- It is not necessary for children to write the question and answer in many subjects when the answer alone is sufficient.
- Any homework assigned should be collected and corrected. Some homework assignments may be given a letter grade and/or numerical grade or checked for completion. Teachers may have a "homework grade" as part of the child's grade average in subject areas.
- Homework assignments must always have relevance to instruction and should not be used as punishment.
- Homework should take approximately 10 min x grade level to complete. (6=60 min., 7=70, 8=80 min...)

~Injury, First Aid and Medication~

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

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

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

The principal or supervisor must contact the Worker's Comp contact and/or Superintendent's Office before sending the employee to any health care provider, otherwise the health care provider will charge

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

We are limited in terms of what we can do in case of injury or illness. Report any injury to the office immediately. In addition, the adult who witnesses the injury or who is responsible for the supervision of the student at that time needs to fill out an accident report available from the secretary. All medication will be administered in the office, so students should bring any medicine to the office for storage and have their parents fill out a permission slip for them to take it. Because of possible legal problems, no medication, including over the counter drugs, will be administered to students except what they bring from home. If a student is sick and needs medicine or is unable to attend class, we will ask his/her parents to come and pick him/her up.

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

~Lunch and Breakfast Procedures~

Breakfast

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

Cokes, Snacks, Etc.

No food or drinks are allowed outside the Cafeteria areas, unless approved by an administrator. Eating or drinking (other than water) is restricted (except during designated snack time) to this area to avoid pest control problems, maintenance problems, and other health-related problems. Team reward programs that include food or drink should be pre-approved and confined to the designated area. The drink and snack machines located in the teacher workroom are for staff use only. Teachers should not allow students to buy anything from these machines, since they are not allowed to use them. **All snack sales should come through the front office. Staff may NOT sell snacks unless approved by administration.**

Lunch

It is imperative that all teachers follow the assigned times and order for lunch. No more than 30 minutes should be spent at lunch; this includes being served. Please be at your serving line at the designated time and leave exactly on time. Students will need explicit teaching on how to do this quickly and quietly.

Lunch Procedures

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

~Mailboxes/E-Mail~

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

~Parent Contact Logs~

Teachers are to maintain a contact log to support and document communication with parents, guardians and students. Please record all contact with parents, either positive or negative. Parent Contact Logs printed and turned in to the secretary by the last working day of each month. Logs will be checked monthly by administrators and will be reflected on TKES evaluations.

~Parent Volunteers~

Teachers should have work ready for the parent volunteers to do during the parents' volunteer time and it should not be in any way confidential information. The front office should be aware of whom the parent is volunteering for and the amount of time the volunteer will be helping them. If possible, each teacher should send a schedule of volunteers to the front office. Randolph County Middle School welcomes parents and visitors to our school. However, to ensure safety and proper authorization, all visitors must check in at the front office to receive a visitor's pass. If a parent or visitor arrives to your classroom without a visitor's pass, politely direct them to the front office to check in. **All exterior doors are to be secured during the day.**

~Parties~

Randolph County Middle School classrooms are allowed two parties for the year:

1. End of the Semester Winter Party and
2. End of the Year Party

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

~Personal Items~

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

~Phone Calls~

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

~Permanent Records~

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

~Publicity~

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

~Purchasing~

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

~Records~

It is the teacher's responsibility to keep up with all required paperwork and records. All permanent records will be kept in the vault. You may check them out from Mrs. Cooper. They should be kept up to date, with grade and personal information. Whenever you find a new address or phone number, etc., submit it to the secretary for input into PowerSchool and make the corrections in the permanent record.

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

~Reports~

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

~Response to Intervention Team~

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

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

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

~Retention/At-Risk Process~

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

AUGUST-DECEMBER:

- Design and provide student with rigorous, standards-based instruction
- Identify students with academic concerns and greatest area of need
- Begin the RTI process
- Review concerns with all teachers who work with students, including Special Education Teacher, ESOL, etc.
- Plan and document your interventions/strategies to meet the needs of your students using the RTI forms
- Collect data through progress monitoring

- Notify and communicate with parent on a consistent basis

JANUARY:

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

FEBRUARY:

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

MARCH:

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

APRIL:

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

~Safety/Security~

Entrance/Exit of Building

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

Propped Doors

As a security measure, do not prop doors open.

Code Red

When Code Red is announced, you are to:

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

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

~Separation of Church and State~

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

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

~Smoking or Use of Tobacco~

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

~Sunshine~

Our faculty participates in a faculty support program called SUNSHINE to support each other when a crisis occurs, when a celebration is in order, when service needs to be recognized, and for various hospitality functions throughout the year. All members of the faculty are invited to voluntarily participate through paying annual Sunshine dues. These funds pay for flowers, gifts, cards, etc. By paying dues, the need to have a special collection for each occurrence is diminished. When your Sunshine committee member calls on you, please show your support.

~Visitors~

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

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

~Voice Volume Rubric~

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

THE VOLUME OF YOUR VOICE SHOULD BE.....				
1	2	3	4	5
Independent Work Time Hallway Awards Program	Conference Cafeteria	Partner Work Group Work	Book Clubs Whole Class Discussions	Outside Recess
SILENT	SOFT WHISPER	QUIET VOICE	REGULAR VOICE	LOUD VOICE

~Work Room~

Please refrain from sending children to the workroom nor front office during class unless necessary. We are also asking that the workroom be for teachers and staff only during the school day. Please help keep the workroom clean and clutter-free.

~Workman's Compensation~

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

RANDOLPH COUNTY MIDDLE SCHOOL

~Procedural Checklist~

I have been provided information on the following documents:

- The Randolph County Public Schools Board of Education Policy Manual (accessible through the RCSS and RCMS website)**

- The Code of Ethics Standards of Behavior for Educators for the State of Georgia**

- Randolph County Middle School procedures, practices, and expectations as stated in the Faculty Handbook.**

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

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

Signature

____/____/____

Date

RANDOLPH COUNTY MIDDLE SCHOOL

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____/____/____

Date