South Salem Elementary School Handbook
2018-2019

Principal – Terran Newman
Assistant Principal – Jeffery Hughes
Assistant Principal – Dr. Andrea Kinney

5335 Salem Road
Covington, GA 30016
Phone (678) 342-5907
Fax (678) 342-5908
VISION STATEMENT

All students will be well-rounded and prepared for the future.

MISSION STATEMENT

Educational excellence for all students.

CORE BELIEFS

☐ Students are our first priority; ☐

Respectful partnerships among students, staff, parents, and the community are integral to student success; ☐

All students and staff deserve a safe, positive, and supportive environment; ☐

Success is based on high expectations for our students, parents, and school system staff; and ☐

Lifelong learning is essential in a diverse and changing world.

GOALS, PERFORMANCE OBJECTIVES, & INITIATIVES

☐ Goal Area 1: Student achievement and success.

ο Performance Objective 1: Improve student mastery of standards.
  - Initiative 1: Increase instructional capacity of teachers in all classrooms. - Initiative 2: District-wide classroom management support.

ο Performance Objective 2: Increase opportunities for students to demonstrate success.
  - Initiative 1: Identify district-wide measures that reflect the district’s vision of a graduate. - Initiative 2: Increase opportunities and participation in co-curricular and extracurricular activities.
o Performance Objective 3: Increase the graduation rate.
- Initiative 1: Implement the No Place for Hate program, district-wide. - Initiative 2: Improve implementation of the RTI process to include support for behaviors that impact learning and reflect PBIS strategies.

□ Goal Area 2: High-quality workforce.

o Performance Objective 1: Improve recruitment process to identify and hire high-quality staff.
- Initiative 1: Develop a recruitment campaign. - Initiative 2: Conduct an analysis of salaries, benefits, and pay incentives of comparable school districts.

o Performance Objective 2: Increase capacity of staff to deliver and support high-quality instruction.
- Initiative 1: Provide employees with relevant training to improve and enhance performance and productivity. - Initiative 2: Increase capacity of staff to deliver and support high quality instruction.

o Performance Objective 3: Improve retention rate of high-performing personnel.
- Initiative 1: Identify which characteristics keep high-quality employees in the district. - Initiative 2: Retain high-quality personnel by cultivating and supporting staff.

□ Goal Area 3: Culture, climate, and communication.

o Performance Objective 1: Provide equitable and inclusive learning and work environments at all levels of the district.
- Initiative 1: Assess and provide equitable services to subgroups. - Initiative 2: Continue poverty training/initiative. - Initiative 3: Plan cultural sensitivity and responsiveness training.

o Performance Objective 2: Improve the quality of two-way communication with all stakeholders.
- Initiative 1: Build capacity of staff to work with parents and students as equal partners. - Initiative 2: Monitor implementation of lessons learned in customer service training.

o Performance Objective 3: Increase effective community partnerships.
- Initiative 1: Assess gaps based on end-of-year partner in education principal survey results.

□ Goal Area 4: Organizational and operational effectiveness.

o Performance Objective 1: Ensure a systemic culture of safety.
- Initiative 1: Assess, develop, and deploy a safety awareness support program for schools. - Initiative 2: Improve emergency communication systems.
Performance Objective 2: Provide high-quality operational and instructional supports.

- Initiative 1: Assess quality and responsiveness of technology support requests. - Initiative 2: Implement software that integrates core business functions (e.g. finance, payroll, & human resources).

Performance Objective 3: Increase the quality and presence of professional learning communities to improve performance and ensure continuous improvement.

- Initiative 1: Provide support to schools and district departments to ensure high-performing PLCs. - Initiative 2: Improve access to and utilization of data by PLCs.


- Initiative 1: Develop effective performance management system to include evaluations, goal setting, and coaching. - Initiative 2: Expand leadership development opportunities for staff.

South Salem Elementary Policies and Procedures

These policies and procedures are for the employees of South Salem Elementary School. The Newton County School System also has policies, rules, and procedures, which govern the operations of the schools. Become familiar with these, as you will be asked to sign an assurance that you have reviewed and understand them. Failure to follow policies and procedures will result in being written up, leading to poor evaluations, which can lead to loss of employment.

South Salem Elementary Duties of Administrative, Counseling, Instructional Coach and Office Staff

Registrar – Robin Maughon

Infinite Campus Clerk

Maintains Master Schedule

Manages Student Records

Manages School and Classroom Attendance

Completes FTE
Enroll/Withdraw Students
Print report cards- cannot trouble-shoot problems related to report cards
Out of zone letters/ attendance related withdrawal letters

**Bookkeeper – Katie Stevens**
Maintains accurate financial records- keep advised of financial status
Receive, collects, and disperse all funds
Reconcile bank statements
Pay bills
Purchase orders
Receive payments for picture, lost books, field trips
Inventory and request office supplies
Prepare supply orders
Work Comp form- accident reports
FMLA

**Secretary – Michelle Spearman**
Provide secretarial support
Interact effectively with all stakeholders
Communicate with supervisor
Send and receive faxes
Communications staff member
Schedule appointments for the AP’s and principal
Inventory and request office supplies
Maintain Teacher Tardy spreadsheet
Mail- receive and distribute interoffice and regular mail
Sign in students tardy after 8:00 AM
Communicates effectively with teacher in the classroom via intercom
Prints and distributes general attendance letters weekly

**Assistant Principal - Mr. Hughes**

Testing coordinator
RTI administrator
PBIS administrator
2\textsuperscript{nd}/3\textsuperscript{rd} grade administrator
Manage discipline referrals and communicates with the parents
Duties schedules
Collect and analyze student assessment data

**Assistant Principal – Dr. Andrea Kinney**

Title I administrator
Pre-K, K, and 1\textsuperscript{st} grade administrator
Pre-K site director
Newsletters (proof reads and approves)
Manage discipline referrals and communicates with the parents
Special Education administrator
Paraprofessional administrator
Field trips- schedules buses
Special Education Para Schedules
Collect and analyze student assessment data

**Principal – Terran Newman**

4th and 5th grade administrator

Hiring

Curriculum

Instructional best practices

School improvement

Professional learning communities

Work with PTO

Field trip- approval

School Council

Partners in education

School calendar

Collect and analyze student assessment data

**Instructional Coaches - Jessica Salmon and Christina Phyall**

Collect and analyze student assessment data

Support teachers in use of instructional technology

Perform classroom modeling and observations

PLC’s

BEST- teacher leader- Salmon
College and Career Readiness Leader - Phyall

School Nurse – Cheryl West

Administers medication to students

Training to teacher about medical conditions and precautions

Maintain daily clinic log of student visits

Assists with reviewing immunizations records

Gathers/distributes medication for field trips

Maintain records and reports for student with medical conditions

Assess student symptoms and conditions regarding sending home (only person to call a parent in regard to a student being sick or injured to go home)

Accident reports- For staff she will assess and comments on report; for students she completes

Counselors – Dr. Tiffany Woods and Wanda Reagan (.5)

RTI- Tier 3 chairs Woods 3-5 Reagan K-2

Social Worker Referrals

DFCAS referrals

Maintains accurate student records

Classroom counseling

Small group counseling

Tardy desk until 8am

504 plans (Woods 3-5 Reagan K-2)

Suicide and crisis for students and staff

Provided resources for students in need
ACCIDENTS OR INJURIES

All accidents or injuries to students or staff should be reported immediately, but no later than before you leave that day to the office. An accident report must be filled out by the injured person and signed by the staff member who witnessed the accident or injury.

If a student should fall while on the playground, gym, etc. - DO NOT MOVE THE STUDENT - notify the office immediately by using your walkie-talkie to relay the least amount of appropriate information. Be aware that there may be parents and other students in the office that may be within earshot, so use good common sense about student confidentiality, but you need to give specific information to assist Nurse Cheryl West in bringing the correct equipment. Adult witnesses will be required to fill out an accident report for students. Even though accidents occasionally happen, PLEASE monitor students carefully.

ATTENDANCE

Infinite Campus is used to record daily attendance. Accuracy is vital in recording attendance, as it causes inaccurate records for students and affects our CCRPI rating. Morning attendance must be recorded NO LATER than 8:15 a.m. each morning on Infinite Campus.

PLEASE NOTE: If a child is not physically in your classroom, mark them absent. This includes students that you know will be tardy, or are suspended from school – MARK THEM ABSENT. The only exception would be if you have verified a student is in ISS, at the dental van, or is in another classroom for a time out. If a student checks in tardy after attendance has been completed by the classroom teacher, you must go into Infinite Campus and change their attendance status to TARDY.

PLEASE NOTE: Student excuse notes can only be accepted for 3 days after the absence. This will be strictly enforced per the BOE. Teacher must be timely in turning these in or you will have to explain to the parents why the child is not excused when they actually sent a note in. Be sure to check the agenda when a student returns from an absence.

BANNED ITEMS

We are a tobacco free school. No smoking, vaping, use of e-cigarettes, or use of tobacco is allowed on campus or at school functions. Likewise, no alcohol should be on school grounds, and intoxication of school employees, students and parents is not allowed. Illegal drug-use is prohibited. If you carry prescription drugs, it is advisable to have the medication in the original bottle. Do not bring any weapons on school property.

BIRTHDAYS (Students)

Parents may bring individually served desserts that is easy to give out, such as cupcakes, to a student’s lunch and serve it during that time only. We will not have a birthday celebration in the classroom, even during snack time. Please let parents know not to bring balloons or goody bags for students, as we do not have birthday parties at school.
BOOK ROOMS & WORKROOMS

Grade chairpersons must keep a master list of materials, and maintain the bookroom inventory. **Do not store personal items in the book room or put items on the floor.** Fire codes state that items must be at least 18 inches from the ceiling. A Title I materials inventory must be maintained as well, and those materials must be checked out in the media center. Dr. Kinney will be providing more information about the use of Title I materials.

BUILDING & GROUNDS

Do everything possible to keep building and grounds neat and clean. If you have a snack or lunch outside you and the students MUST clean up all trash. **Have students straighten up rooms and pick up in the classroom each day before dismissal.** This builds responsibility and respect for our school.

Do not put tape on windows, flooring and carpet. Hot glue must be removed when a display is taken down or you may be placed on hot glue restriction. Fire codes prevent us from covering doors with paper. NEVER cover any part of the window. If you purchase any rugs or curtains, they must be sprayed with fire retardant spray.

CERTIFICATION

All staff members are responsible for maintaining their professional certification. You will be asked to submit your professional certificate if we do not already have a current copy.

CHAIN OF COMMAND

All well-run organizations have and follow a chain of command. **As a SSE and a NCSS employee you will be expected to follow the chain of command in all circumstances.** For instance, if you have a question about curriculum, you should contact one of the academic coaches or your administrators instead of directly contacting the superintendent. If you have any questions about this, see an administrator.

CLINIC

Students who become ill or have injured themselves should come to the clinic to be evaluated. Please use good judgment in sending a student with the child if necessary. Please send the ill/injured child with a clinic note. Nurse Cheryl has mandated regulations regarding communicable diseases and injuries. Please respect her professional judgment. She will make the final decision as to whether a student’s parents will be called to pick the student up. **Unless you are directed to by Nurse Cheryl West, or an administrator, do not call a parent to pick the student up.**

COLLECTION OF MONEY

***NEVER LEAVE MONEY IN YOUR ROOM***

1. Money Collected Report (found next to the mailboxes)

2. Fill out top of form (teacher, grade, destination, date)

3. List students: First and last name.
4. Fill out means of payment column as they pay – check or cash

5. Put list and money in envelope

6. Send it to the office and give to Ms. Stevens only or Ms. Newman if she is absent. If you give it to anyone else, you are responsible for if it is lost.

7. Each morning before class you should come by the office and pick up envelope.

8. **You are responsible for any money left in your room.**

9. Continue to add to list and keep updated.

10. When finished collecting, you will total the columns across the bottom and initial, with the team and Mrs. Stevens. Money must balance with what is listed on the form. It must also match the receipt that are written as well.

**COPIES**

Please use Copy Net to duplicate necessary instructional materials. With the exception of special education teachers, all other teachers will have 125 copies per teacher per month, and copy counts will be reset at the beginning of the month.

**DAILY MESSAGES**

Messages will be put in your mailboxes daily, or will be emailed. Check your mailbox before you go to class/duty in the morning, at lunch, and after school. **YOU MUST CHECK EMAIL DURING YOUR PLANNING SEGMENT AND AT 1:45 FOR DISMISSAL CHANGES.** You will not be called to the office unless it is an emergency. Likewise, the intercom will only be used to call your room when it is very important. This policy is to avoid classroom interruptions. Please let the office know by email if you are going to be outside, in another classroom (book buddies), computer lab, or library when it is not your normal scheduled time, or if you are having a special event in your room that may generate phone calls or parent visitors.

**DISMISSAL**

Please do not wait until the end of the day to verify how a student is getting home. All students should be “bagged and tagged,” having all items packed into their book bags and nothing in their hands. BOOKBAG TAGS MUST HAVE CURRENT INFORMATION, and a template will be sent to use. Get this information from parents at Open House.

Dismissal will begin after afternoon announcements. Unless told otherwise, no students should leave the classroom until after announcements and the notification that their floor is dismissed. A detailed floor plan will be distributed during preplanning, but all teachers will walk their students to the buses. In each teacher's classroom line the students should be lined up as such: 1. ASAP students will be first, and will be dropped off at the plaza (or media center if it is raining). 2. Car riders will be placed next in each
classroom line and will be dropped off in the lunchroom to be monitored by staff members until called to their car for departure. 3. Daycare students will follow car riders and will be grouped in the gym. Daycare buses will pick up in the bus lanes after buses pull out. Have your students ready to be dismissed from the classroom when directed from the intercom announcements, but do not have students lined up in the hallway until dismissed by announcement.

**DISMISSAL CHANGES**

If there are any dismissal changes the parent MUST provide, **IN WRITING**, the change of transportation on a dated and signed note. Emails and faxes will suffice, but we will not send a student home a different way than they usually go home without written verification. We will not take phone calls. Please explain this in your open house and curriculum night presentations. **If you receive a change of transportation note you must send it ASAP to the office to be copied and signed.** If you receive an email, please forward ASAP it to the office to Ms. Spearman. **In order to make sure students get home the correct way, you must check emails before leaving the classroom for last minute changes.**

**DISCIPLINE PLAN**

SSE will continue to implement our PBIS system during the 2018-2019 school year. Please follow the school plan.

**EMERGENCY MAPS**

A copy of the school map for your floor with exit information drawn on it for fire and tornado drills should be displayed in the room on the back of your door. We will have a fire drill once a month and a tornado drill when directed. Also, we will have 2 fire drills within the first 10 days of school. Always bring your red student information notebook with you when you have any drill. **Please reference your Fire and Tornado Maps, as well as the Lockdown Memo.**

**EVALUATIONS**

All certified staff members, with the exception of counselors, administrators, academic coaches and the media specialist, will be evaluated using the Teacher Keys Effectiveness System (TKES). TKES is both a formative and summative tool that identifies a teacher's level of performance. Teachers will receive training for and updates about TKES before the evaluation cycle begins for the 18-19 school year.

Classified staff members, counselors, administrators, academic coaches and the media specialist will be evaluated with separate evaluation instruments. All staff members will receive information about their instrument before being evaluated.

**FIELD TRIPS**

The primary purposes of field trips are to provide experiences that a child may not otherwise have the opportunity for, to build background knowledge, and to extend learning. Current research indicates that enriching field trips
include trips to zoos, theaters (not movie theaters), historical sites, and museums. Our more advantaged families may take their children to these places outside of school hours, but less-advantaged students are less likely to have these experiences if we do not provide them. **Field trips must not be taken away from students as a disciplinary consequence. The only exception to this rule is in the case of dangerous behavior, such as running away. Administration will review any cases of dangerous behavior, as well as any requests from a parent to take away the field trip for disciplinary reasons. Teachers must not make arrangements to leave a child behind FOR ANY REASON without first clearing it with an administrator.**

**Procedures**

1. Check the calendar with Ms. Newman and get approval.

2. Complete the attached cost calculation form and submit to Dr. Kinney.

3. Submit a copy of your permission slip to Dr. Kinney for approval.

4. Notify Ms. Dawn Bowen in the lunchroom if you will be gone during lunch.

5. Notify specials teachers if you will be gone during specials.

6. Give a copy of the approved permission letter to Ms. Spearman, Ms. Stevens and Ms. R. Maughon so that they can make copies for parents who come in to sign and pay, and for answering parent phone call questions.

7. See COLLECTION OF MONEY FOR FURTHER INSTRUCTIONS

**HOMEWORK**

Homework is differentiated between grade levels, but should be consistent in length and age appropriateness for each grade. No homework should be assigned over the weekend, or over holidays. All homework policies must be approved by the administrative team, then communicated to parents during the first week of school.

**HOURS**

The staff working school hours are 7:00 a.m. – 3:00 p.m. on most days. Due to the fact that students are allowed in the building at 7:05 a.m., all faculty and staff are to be in their classrooms or on duty **by 7:00 a.m.**. Please adjust your arrival time accordingly if you must make coffee, get materials, etc. You cannot be traveling around in the building still completing tasks when the students enter. The school day ends at 3:00 p.m. Certified staff will be expected to occasionally stay later for meetings.

If you have a need to leave campus during school hours, **you must have approval from an administrator.** You must then sign out in Ms. Steven’s office and fob out. If you need to leave before 2:00 p.m., you will need to put in a request for a half day.

**KEYS**
Everyone is issued a key and fob at the beginning of the year. If you lose your key, you will have to pay to have it replaced. Please make every effort to keep up with your key and fob, and have them on you at school each day. See Ms. Stevens to determine the cost of a fob replacement. Elevator keys are only issued to those classes who have students in wheelchairs. If you need to use the elevator, see Ms. Spearman or one of the custodians.

**LEAVE**

**Sick**- Sick leave needs to be requested in advance also if possible, but we know emergencies arise. In such a case, Ms. Stevens will put a leave form in your box when you are out sick. The earlier we know you are going to be out, the better chance we have of securing a quality sub for your classroom. Ms. Stevens handles all subs, so please **DO NOT ask a sub to work for you.** If you or your child gets sick during early evening, call Mr. Hughes (770-595-9435) or Dr. Kinney (404-597-7032) before 9:00 p.m., or call in the morning **between 5:00 & 6:00 a.m.** **DO NOT leave a message, call the school, text or send an email** in regard to not coming to work.

**Personal**- A request for personal leave must be turned in to Ms. Stevens at least 5 days in advance. **No personal leave will be approved the day before or after a holiday, the first & last two weeks of school, on early release days, during professional development days, or during testing windows. Personal leave may also be denied if too many requests are made for the same day.**

**Professional**- A request for professional leave must be turned in to Ms. Stevens at least 5 days in advance. This includes any district training you are required to attend.

**LEAVING CAMPUS OR LEAVING EARLY**

You are to **never** leave campus during work hours unless you have cleared it with an administrator. If given approval, fob and sign out.

**LEAVING SSE FOR OTHER EMPLOYMENT**

In the event that a staff member’s employment ends with NCSS, all supplies purchased with school, county, grant or Title I funds must be inventoried by an administrator and left at SSE. This includes all supplies in the classroom except what the staff member has purchased with personal funds.

**LESSON PLANS**

Lesson Plans must be posted in the grade level OneDrive folder for the following week by Friday evening at 5:00 p.m. Administrators and academic coaches will check lesson plans during all classroom walkthroughs and observations. Plans should adhere to the following guidelines:

- Plans need to be **complete** and available all times
- Be sure to include what students are doing, specifically
- Times/Schedule should be on plans
- Plans should be written as a daily guide. For example, Monday’s plan should include everything you are doing Monday. Continue for each day of the week.
- All subject areas must be planned for, and small group information must be complete
You should be teaching your plans and be on schedule, *within reason*

Non instructional events should be listed in your plans (assemblies, PTO practice, etc)

Plans need to be specific. Don’t just write “Working with Words” or “Letter S” or “Centers – iPads”.

Differentiation should be evident in plans. One very good example we have seen is writing what you will do for your “intervention” students to support them, and what you will do for your “extension” group to challenge them. Please identify students who will get that support or extension.

Small group instruction should be taking place. Include who is in the group, how groups are chosen, what groups will be doing. You should not just write “review” or “remediation as needed” for group plans.

The following components should be included in plans:

- Essential Questions: These need to be stated and restated throughout the lesson while you are teaching.

- Activating Strategies: a quiz is not an activating strategy, and videos are being overused for this. An activating strategy should be 5-10 minutes at most. Some very good examples of Activating Strategies can be found here: [http://www.christina.k12.de.us/literacylinks/elemlresources/lfs_resources/activating_strategies.pdf](http://www.christina.k12.de.us/literacylinks/elemlresources/lfs_resources/activating_strategies.pdf)

- Direct lesson – what you are teaching and how you will teach it. Please don’t list pages in a workbook, or lesson numbers for Envision as your teaching plan. Be sure to list questions instead of just saying “discuss”, higher DOK questions should be included

- Assessment prompt/evaluation - This should be varied, and should not always be “teacher observation” or “test”.

- Use every opportunity to increase your students’ engagement and the rigor of the lessons. This does not mean harder necessarily, but does require you and the students to think more critically. It may be difficult for students at first, but you will yield high rewards by more standard attainment by students and more engaged students during your lessons.

- Every single lesson taught should include Research-based Instructional Strategies, such as those shared by Dr. Dan Mulligan and Dr. Robert Marzano. These should be evident in plans and in teaching. Admin should be able to pick out at least one from the lesson plan, and we should see you using it. Often grade levels include a section to check off their RBIS strategies. These include, but are not limited to, the following:

1. Building background knowledge
2. Interactive notebook
3. Graphic organizers  
4. Shoulder partners  
5. Comparing/contrasting  
6. Vocabulary development  
7. SUMMARIZING  
8. Asking good questions and providing feedback  
9. Interactive Notebooks  
10. Nonlinguistic representation  
11. Generating and testing hypotheses  
12. Modeling  
13. Manipulatives  
14. Second questioning/rigorous questioning

In your lessons, be sure that the task assigned addresses and is aligned with the standard. For example, a standard asks students to explain causes of air pollution. The teacher plans for the students to make a flip book that has students identify 5 different types of air pollution and include illustrations. This activity does not address the standard of explaining the causes of air pollution, because the students have not explained anything about pollution.

A few additional notes:

Please try to get away from calling on students one at a time while others wait.

There needs to be a good balance between whole and small group instruction.

Use the technology and devices we have to immerse students in creating and learning. Don’t just have sites for students to go on willy nilly to play games for the sake of filling time in centers or rounds. Use technology with a purpose.

“Good teaching beats good technology every day.” Alan November. That being said, integrate technology when appropriate.

You have flexibility to take a teachable moment to explore ideas and critical thinking opportunities as they are brought up by students. Use your professional judgement. Assessments should occur throughout the day and throughout the week, not just on Friday. Friday should not be a testing day. Teaching should occur on Friday as it does every other day of the week. We will do walk-throughs and observations on Fridays.
LUNCH DUTY

Each certified staff member will have 2 days of lunchroom duty monitoring students per week: one of which is required, and one you will be compensated for by being able to leave at 2:30 p.m. on Fridays. Classified staff members have lunch duty daily. *When you are on lunch duty, either sit with the students, stand near them, or sit facing the tables that you are monitoring so that you are able to observe the children while they are eating.* You are responsible for monitoring your classes when on duty. Please see the lunch schedule for information about your days to work.

MEAL PROGRAM

<table>
<thead>
<tr>
<th>Full Meal Prices</th>
<th>Extra Sales</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elementary</td>
<td></td>
</tr>
<tr>
<td>Breakfast</td>
<td>$1.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>$1.90</td>
</tr>
</tbody>
</table>

Adult Meal prices: Breakfast $2.00 Lunch $3.25

Elementary students will be allowed to charge school meals up to the approved limit of three (3) lunch meals. If three (3) meal charges have occurred, an alternate meal will be served (e.g. peanut butter sandwich or a cheese sandwich with milk for lunch). Parents will be notified of negative balances two times per week by telephone call from the School Messenger system.

Children who eat breakfast should do so before going to their classrooms, and as soon as they arrive at school. The book bag tagged with their student number is needed. Students will have the option of a hot breakfast they can eat in the cafeteria or a Grab and Go sack breakfast they can take to class. *Breakfast trays for Hot Breakfast/Cereal/Yogurt will not be allowed to go to class.* Hot breakfast served in the cafeteria will end at 7:25 a.m., but students who arrive later will be able to get the Grab and Go breakfast until 8:00 a.m. An extra trash can will be housed in each hallway to assist with trash. Please have students clean up after themselves.

Staff members will be assigned to supervise students in the cafeteria in the morning. Assigned staff will remain in the cafeteria until 7:25 a.m. when all students should be finished eating. Unless assigned a longer duty, cafeteria monitors should move promptly to be in classrooms at 7:30 a.m. and should not linger or take this time to visit, eat breakfast or make coffee.

A lunch schedule will be provided for you. Students have a choice of four entrees. Ice cream is typically offered on Fridays, and extra snacks are available for purchase daily. If a student is not allowed to purchase “extras”, their parent must sign a note. Please allow students to choose their lunch option each morning to provide a lunch count for the cafeteria. Lunch count envelopes will be picked up by Ms. Keeter’s students each morning.

Every teacher will eat with his/her class for the first two weeks of school to ensure proper lunch room procedures have been established and mastered. Please discuss these daily before lunch, and reteach after lunch if necessary. We will go to the regular shared duty schedule.
Every class must participate in the school lunch program every day. Even if you or a parent has ordered pizza for the class, the students must still go through the lunch line.

MEDIA CENTER

The Media Center will be open for teachers and their students from 7:00 A.M. to 3:00 P.M. daily. The Media Specialist, working through the Media Committee, will establish policies and procedures to see that the media center and all of its many resources are used most efficiently. Do not take any materials from the media center without it being checked out to you using the computer system. You cannot just leave a note. If you must use the laminator after 3:00 p.m., see an administrator. We must make sure that the machine is turned off before locking the building.

MEETINGS

System and school meetings are necessary to disseminate information, plan, and train professional educators, therefore these are mandatory. Occasionally meetings will be scheduled on atypical dates, but every effort will be made to keep to the following schedule. Grade level meetings will be held on Mondays and Tuesdays during planning and after school as determined by the team. Academic Coaches and administrators may attend these meetings as we are able. Professional Learning Community (PLC) grade level meetings will be held with instructional support teachers and/or administrators on Wednesdays during planning. Staff meetings, Building Leadership Team (BLT) meetings and committee meetings will be held after school on Wednesdays. All Staff will be expected to serve on at least one committee. Tier 3 meetings will be scheduled for Thursdays during planning and after school, unless otherwise notified. Attendance at all meetings is mandatory and falls under your duties and responsibilities role. Agendas with meeting minutes should be taken at EVERY SSE meeting and then uploaded to the appropriate OneDrive folder. Team Leaders should also maintain a file of signed agendas with attendees.

NEWSLETTERS

Newsletters will be emailed to families with Internet access on Fridays. Copies will be made and sent home in agendas for all students that do not have Internet access. It is our preference to email the newsletters, so make every effort to obtain good email addresses. These can be given to Ms. Maughon to add to Infinite Campus. Please compile a list by grade levels with teacher, student, parent name and email address. Please make the newsletters informative, grammatically correct, and change the news weekly. Newsletters are due to Dr. Kinney before you leave school on Wednesday afternoons.

PARENT CONFERENCES

Newton County has scheduled early release parent conference days for September 14, 2018 and February 1, 2019. Do not wait until these dates to conference with parents when the need arises. This includes regarding the lack of student progress that may result in retention.

Remember to be in close contact with parents regarding academic progress and conduct. A good rule to follow is two contacts per child each month. These contacts should include positive messages as well. Record ALL parent contacts in Infinite Campus under the CONTACT LOG tab. Please keep all language neutral and only list facts.
PARTIES

Classroom parties are allowed twice a year: The day before Winter Break and the last day of school. No birthday parties are allowed. *No money should be collected by a teacher to fund a classroom party.*

PERMANENT RECORDS

Permanent records are secure and confidential cumulative records of a student’s educational experience. They are extremely important and MUST BE readily available at all times. For this reason they are kept in the vault in the office. Teachers may check out permanent records *for the students they teach only,* and must document that the records are leaving the vault by *signing the check-out document in the vault.* The records must be returned to the vault *by the end of the same school day* they were checked out, and cannot leave the building under ANY circumstances. During preplanning teachers will meet with the grade levels to verify having all permanent records. Teachers must frequently check permanent records to make sure that they are maintained in this manner. If any are ever missing any permanent records, you must share this with an administrator immediately. If you have any records that belong to another teacher, please give these to Ms. Stevens or Ms. R. Maughon.

PLAYGROUNDS/RECESS

If you are outside you must have a radio for communication. Each grade level has two, but there are extras in the office that can be borrowed for short periods. The upper playground is for students in grades PK-1st. The lower playground is for students in grades 2nd-5th. There will be an opportunity for you to choose a time for your class to have an opportunity for recess. **SAFETY IS OF THE UTMOST PRIORITY.** Students should be in easy view of teachers and kept out of unsafe areas when outside the building. *Minimize any potential conflicts and injuries to students by making sure that teachers monitor students carefully. Do not spend time in conversation with other teachers, impeding your ability to watch your students.* Students are not to be near the fence, tree line, parking lot, classroom windows, or next to the building in any area that disrupts classroom instruction. Sidewalk chalk is not to be used on the building or under the plaza.

*Do not place rocks, chairs, etc. in doors to the playground to hold them open.* Use your fob to unlock certain doors. A *walkie-talkie* must be out on the playground *with teachers at all times* when the class is at recess. **ALL STUDENTS ARE TO BE BACK IN THEIR CLASSROOMS BY 2:00 p.m.**

*If you notice any worn or sharp parts on playground equipment or furniture, or any unsafe situations, please notify an administrator. Safety is the utmost priority with our students.*

PROOFREADING COMMUNICATION TO BE SENT HOME

Before you send *any type* of mass communication home, it is imperative that it is proofread first by an administrator. Any letters sent home to an entire class/grade, or to the entire school must be sent to Mr. Hughes or Dr. Kinney, and if intended for a grade level, group or school, must be approved by Ms. Newman.

P.T.O.
All teachers and staff are expected to join and actively participate in the P.T.O. We have a very supportive organization, and we hope to build the membership and participation even more this year. Attendance at two meetings (minimum) will be required. We want everyone to cooperate fully with our P.T.O. For each P.T.O. grade level performance, please let our front office know the expected arrival time and the dress code for the performance.

**RADIOS**

Radios are carried by team leaders, administrators, and other select staff. When issued a radio, or when using one outside please use the following channels:

1 – Administrators/Office Staff/Nurse

2 – Custodians

Unless you have an emergency, please do not call for an administrator or custodians on the radio. Use the room call button.

**RAIN DISMISSAL PROCEDURES**

The purpose of a rain dismissal is to keep students under the bus porch awning and out of a heavy downpour of rain. Please print a copy of this to keep near your door and on your transportation clipboard. Familiarize yourself with the procedures.

In the event of heavy rain, we will begin dismissal earlier than usual, and you must be ready with the students prepared and in order of drop off in the classroom. When your floor is called you will bring students up the hall and drop off ASAP, car riders and daycare students in their respective places. All bus riders will be lined up in the gym according to their bus numbers. Staff members should then monitor the bus line that is assigned. Students should be advised to walk quickly and silently to their place of dismissal. Administrators will call bus lines to the door according to the order the buses pull under the porch awning.

**SCHEDULES**

Please make sure your schedule includes all subject areas and instructional times required. Specials, recess, and lunch are not considered instructional time. As much as possible, with the exception of co-teaching classrooms, grade levels should have the same schedule. Any changes to your schedule should be updated throughout the year.

**SCHOOL BUS DISCIPLINE**

Students who take advantage of the NCSS bus transportation system have a defined set of school bus rules, as well as a graduated discipline plan. Students who misbehave will initially have their parent contacted through a Courtesy Notice. Further discipline events may result in a NCSS Elementary School Bus Discipline Referral, which will have appropriate consequences including bus suspensions. If your student brings any form of transportation communication documents back to school signed by their parent, please send these to an administrator. *If a student's behavior results in a bus suspension, you will be notified by a school administrator.*
SOCIAL MEDIA USE
NCSS employees are encouraged to “TELL OUR STORY” by posting positive things about your class, school and district on TWITTER. Please create a professional account, but make sure that your students have permission signed by parents to have their pictures posted before any posts. Do not post during the time you have students under your supervision, but you can during planning that isn’t during a meeting, before and after school. Please include the hashtag #ncssbethebest and #ssetheplacetobe. Do not access any other social media sites during school hours.

Use of any other social media site is your right, but you are cautioned not to mention any reference to our school, Newton County Schools, our students, teachers or any type of school business. Doing so could seriously impact your professional reputation.

SPECIALS CLASSES
Teachers will have a common planning period each day when students report to the following specials classes: Music, Spanish, Technology/Media, STEM and PE. Two classes attend PE at the same time. Because there are six days in one specials rotation and seven classes per grade level with some grade levels, one class will split the students between the classes. Please be on time when you arrive with students and for picking up students. NO TEACHER should hold any students out of Specials for making up work or helping a teacher unless they have an administrator’s permission. Specials are part of a whole child education.

STAFF DRESS
It is important that we, as educators, set a good example in dress and personal hygiene. We want to project a professional image. It reinforces to students and to parents that school is important, and that we are to be taken seriously. Teachers should not wear shorts or anything that closely resembles shorts, mini-skirts/dresses, wind suits, jeans (except on Fridays and sanctioned days with school spirit shirts), leggings with short dresses or shirts, tennis shoes (unless with medical note or on Fridays), flip-flops, Crocs, sweat clothes, short/casual capri pants (above mid-calf), or any clothing that is too short, low cut, or too tight. Also, if it is not allowed for students, it is certainly not allowed by staff members. ALL STAFF MUST ABIDE BY THE DRESS CODE ENACTED BY THE NEWTON COUNTY BOARD OF EDUCATION.

STUDENT DRESS
Please refer to the student handbook portion of the agenda for appropriate student dress. We must be consistent, but tactful in our handling of proper dress for students at school. Do not fuss at or embarrass the student. If in doubt please ask an administrator to discretely check the student’s clothing. We will then call a parent to bring a change of clothes if necessary.

STUDENTS WITH DISABILITIES
All services that are listed in the students Individualized Education Plan (IEP) MUST be provided. In the event that a student has a Behavior Intervention Plan (BIP), it must be followed exactly. If a student has frequent and severe behavioral issues, the teacher will be asked to complete a Formative Behavioral Assessment (FBA) by tracking the identified behaviors and the times that they occur. You will be provided training for this procedure if that occurs. Please be reminded that ALL student information, including regarding SWD, is private, and cannot be discussed or disclosed except to the appropriate personnel connected to the education of the child.
SUBSTITUTE MATERIALS

The best-case scenario is that a substitute will walk into a classroom with easy to follow plans and all materials prepared for the day. Every effort should be made to leave your classroom ready for the next day when you leave. In the event there is an emergency situation, please email your plans to a team mate. For supplemental work for emergency situations, each grade level must maintain a container with appropriate work that could be used for a class. This work must be grade level appropriate and support standards that have been previously taught in that grade. This work should be replenished with new work after being used. Please use a variety so that students will not be doing the same work over and over.

Each classroom teacher should maintain a substitute section in the red emergency notebook that includes class lists, classroom rules and procedures, special schedules, a list of students who need daily medications by class, and any other special directions needed by a substitute to effectively conduct classes. Update this information as needed.

SUPERVISION OF YOUR PERSONAL CHILDREN

Staff members’ children should remain in the parent’s classroom until 7:00 a.m., and then children MUST report to their teacher, as staff members will be on duty at that time. *Staff children may not stay in their parents’ classes until 7:40 a.m.* After dismissal all staff children should be supervised in their parent’s classroom and **should not be wandering in the building.** Middle and high school staff children must have permission to be at South Salem while awaiting the time to go to their school. In the event that permission is given, those students must stay in their assigned area, must not wander in the building, and should not use student bathrooms after 7:00 a.m.

Please make other arrangements for your personal children on pre- and post planning days, work days, early release days, professional learning days, during conferences, faculty meetings, staff functions, etc.

SUPERVISION OF STUDENTS

Under **no circumstance** should a student or group of students be left unsupervised at any time. This includes during a time that a staff member is going to the restroom or getting iPads, copies or supplies for the day. This must be done before students arrive or during your planning time. Do not leave your classroom without a SSE staff member monitoring the students. Conversely, no student should leave the classroom without a hall pass, clinic pass, discipline referral or their agenda. *If a student is sent to the office for behavior issues, she/he must have a note or a discipline referral. Do not use the hall for time out.*

SAFE SCHOOLS

Safe Schools is an online program that allows staff to sign off after reading or viewing required training documents and videos. You will receive emails with assignments. The website is [https://newtoncountyschools-ga.safeschools.com/training/home](https://newtoncountyschools-ga.safeschools.com/training/home), and your email is your login.

SAFETY PLAN

School safety is of the utmost importance. All staff members will be given a copy of the safety plan for NCSS and SSE. Table top safety discussions will be held at most meetings, drills will held, and all questions and suggestions should be directed to Ms. Newman.
TARDY

Staff members who are tardy (arriving after 7:00 a.m., and that means 7:01) to school due to unforeseen circumstances must contact an administrator or the school and speak to someone so that your duty/classroom can be covered. Multiple tardies will result in unsatisfactory evaluations. Please see your administrator if you have an issue that is resulting in being late to work.

TELEPHONE USE

Telephone use at school is to be for official business. Do not make personal long distance calls from a school phone. Cell phones may be used in the classroom by certified staff members to contact students’ parents if necessary. Use good judgment about your personal cell phone number use with parents. If you must make a personal call or text on your phone while at school, do not use it while you have students under your supervision. You may do so when you have common planning that does not involve a meeting or other responsibility, before or after school hours (7:00 a.m. – 3:00 p.m.). If you call a parent leave a message from a school phone, please contact the front office by email (copying Ms. Spearman, Ms. Maughon and Ms. Stevens), and let them know the parent you contacted and the reason for the call. Send students to the office to use the phone in emergency situations only. This does not include a child forgetting their tennis shoes for PE or forgetting to let their mom know they have chorus/book club/robotics club. If it is not an emergency, allow them to use the school phone in your workroom during planning time.

TEXTBOOKS, SCHOOL OWNED LITERATURE, AND TEACHER RESOURCES

Student textbooks, teacher resources and school owned literature must be maintained in good condition and in complete sets. Teachers must maintain a current roster of all materials that are kept in classrooms and bookrooms and are issued to students. Student issued materials must be labeled with the teacher’s name, the student’s classroom number, and the student’s name, (for example Hyatt-3, Amy Fakename for a student in Mrs. Hyatt’s class). Teachers should use this roster to inventory student materials before the winter break and at the end of the school year. If a student loses any instructional materials see Dr. Kinney to find the replacement price. Instructional replacement money should be given to Ms. Stevens.

Any new, non-consumable materials that are obtained with SSE or NCSS funds must be stamped with the SSE stamp, which each grade chairperson has. Materials that are purchased with Title I funds must also be stamped or labeled as NCSS Title I materials, as well as with the SSE stamp.

UNBLOCKING INTERNET SITES & LOGINS

Teachers, counselors, and administrators will be allowed to temporarily unblock websites in certain categories that are currently blocked. The website categories that teachers will be able to unblock are:

LAW – law firms, courts and other websites that deal with legal matters

MICROSOFT – Microsoft and related websites

GAMES – Games, anime and cartoons

There will be some limited exceptions to this. For example, the following categories of websites cannot be unblocked by teachers:
All websites categorized as containing adult content

All websites categorized as Weapon or ammunition

All audio and video streaming websites such as Pandora, Netflix, Hulu and Amazon Prime Video

All third party email accounts such as Gmail, Yahoo mail, universities’ email sites

Specific sites that we have found objectionable in the past such as Glogster

This new process unblocks a website for two hours; this is the maximum time allowed by our web filter. If there is a need to continue accessing the website for longer than two hours, you will need to unblock it again. A website is only unblocked for the teacher’s account. This new process does not unblock websites for student access. The process of submitting a specific website to your principal for review to have it unblocked is still available. Please continue to use this process for any website that is requested to be permanently unblocked for either teacher access or student access.

Teachers will be allowed two concurrent logins instead of the current limit of one. This step is being taken to allow teachers to have more flexibility when participating in Professional Learning classes and when using interactive activities in class. Keep in mind, this flexibility does not release a teacher’s of his/her responsibility to protect their own “identity.” Just as you would not give a stranger your Social Security Number you cannot allow someone else to have access to your Newton County login information. When you leave the classroom you must either log out or lock your computer. Technology personnel will be visiting schools, and if they enter a classroom that a computer is logged into without the teacher there, that teacher will be given a warning. The second time, that teacher will lose their 2 login privileges for the remainder of the year.

You must be a responsible digital citizens and good role models for your students. This includes not sharing your login information with students or other employees. The one exception to this is that you may give your login information to a technician who is helping you solve a problem.

VIDEOS/MOVIES

Any movies and videos shown in class must be rated G, and must have prior administrative approval before being shown in class. In general, we do not use instructional time to show movies. You are allowed to use short clips from Safari Montage that support the concepts students are learning. We will not allow students to watch a movie of a book you just read to compare and contrast. Please see your administrator for approval or if you have any questions.

VISITORS & VOLUNTEERS

We ask and encourage all teachers to make full use of community resources to assist us in educating our students. We need to utilize parents who are willing to assist us by volunteering on a regular basis. Please let the office know in advance if you are having a parent or approved volunteer come in, and we ask that person to check in at the office prior to coming to your classroom. If you have a class speaker coming, you must have them approved as well.

If you have a “pop-in” visit, we will buzz your room to see if it is an appropriate time (not during testing) for a parent to come down. If you are unable to have a parent visitor, the office will take the parent’s name & number, and you
will need to follow up with a call that day. Anyone who enters the building other than staff, Newton County employees, or students is required by law to sign-in in the office.
A safe learning environment for all students is a top priority for everyone in Georgia. A critical factor in establishing and maintaining that safe environment is appropriate and professional educator conduct.

Through the operations of the Ethics Division, GaPSC safeguards that environment by setting, communicating and enforcing clear standards for how educators are expected to conduct themselves with students, with one another, and within the broader community. The guidelines are set forth in the educator Code of Ethics and are communicated throughout school systems and to the Georgia public.

The Ethics Division has a highly qualified team of investigators, many with law enforcement experience, as well as legal and support staff. The division has the authority to enforce the guidelines by fully investigating valid complaints of improper conduct, including inappropriate relationships; mishandling public funds; violating state and federal laws and rules, and other actions endangering or harming students. In addition, the Ethics Division investigates all applicants for certification that have a criminal history to ensure that the applicant presents no threat to Georgia's children. When appropriate, the GaPSC may impose disciplinary sanctions ranging from warnings to certificate suspensions or revocations.

In the last five years, the Ethics Division has investigated 7,132 cases and formally sanctioned 2,552 educators. Of those cases, the investigations revealed that 613 of the educators placed students at serious risk. As a result, those individuals were removed from the classroom and the profession through the denial or revocation of their professional educator certificates. While even a single case of educator misconduct is always unacceptable, it is important to keep in mind that the number of educators putting students in harm's way is a tiny percentage of the more than 135,000 professional educators employed in Georgia public schools.
505-6-.01 THE CODE OF ETHICS FOR EDUCATORS

(1) Introduction. The Code of Ethics for Educators defines the professional behavior of educators in Georgia and serves as a guide to ethical conduct. The Professional Standards Commission has adopted standards that represent the conduct generally accepted by the education profession. The code defines unethical conduct justifying disciplinary sanction and provides guidance for protecting the health, safety and general welfare of students and educators, and assuring the citizens of Georgia a degree of accountability within the education profession.

(2) Definitions

(a) “Certificate” refers to any teaching, service, or leadership certificate, license, or permit issued by authority of the Professional Standards Commission.

(b) “Educator” is a teacher, school or school system administrator, or other education personnel who holds a certificate issued by the Professional Standards Commission and persons who have applied for but have not yet received a certificate. For the purposes of the Code of Ethics for Educators, “educator” also refers to paraprofessionals, aides, and substitute teachers.

(c) “Student” is any individual enrolled in the state’s public or private schools from preschool through grade 12 or any individual under the age of 18. For the purposes of the Code of Ethics and Standards of Professional Conduct for Educators, the enrollment period for a graduating student ends on August 31 of the year of graduation.

(d) “Complaint” is any written and signed statement from a local board, the state board, or one or more individual residents of this state filed with the Professional Standards Commission alleging that an educator has breached one or more of the standards in the Code of Ethics for Educators. A “complaint” will be deemed a request to investigate.

(e) “Revocation” is the invalidation of any certificate held by the educator.

(f) “Denial” is the refusal to grant initial certification to an applicant for a certificate.

(g) “Suspension” is the temporary invalidation of any certificate for a period of time specified by the Professional Standards Commission.

(h) “Reprimand” admonishes the certificate holder for his or her conduct. The reprimand cautions that further unethical conduct will lead to a more severe action.

(i) “Warning” warns the certificate holder that his or her conduct is unethical. The warning cautions that further unethical conduct will lead to a more severe action.

(j) “Monitoring” is the quarterly appraisal of the educator’s conduct by the Professional Standards Commission through contact with the educator and his or her employer. As a condition of monitoring, an educator may be required to submit a criminal background check (GCIC). The Commission specifies the length of the monitoring period.

(k) “No Probable Cause” is a determination by the Professional Standards Commission that, after a preliminary investigation, either no further action need be taken or no cause exists to recommend disciplinary action. 505-6-.02

(3) Standards

(a) Standard 1: Legal Compliance - An educator shall abide by federal, state, and local laws and statutes. Unethical conduct includes but is not limited to the commission or conviction of a felony or of any crime involving moral turpitude; of any other criminal offense involving the manufacture, distribution, trafficking, sale, or possession of a controlled substance or marijuana as provided for in Chapter 13 of Title 16; or of any other sexual offense as provided for in Code Section 16-6-1 through 16-6-17, 16-6-20, 16-6-22.2, or 16-12-100; or any other laws applicable to the profession. As used herein, conviction includes a finding or verdict of guilty, or a plea of nolo contendere, regardless of whether an appeal of the conviction has been sought; a situation where first offender treatment without adjudication of guilt pursuant to the charge was granted; and a situation where an adjudication of guilt or sentence was otherwise withheld or not entered on the charge or the charge was otherwise disposed of in a similar manner in any jurisdiction.

(b) Standard 2: Conduct with Students - An educator shall always maintain a professional relationship with all students, both in and outside the classroom. Unethical conduct includes but is not limited to:

1. committing any act of child abuse, including physical and verbal abuse;
2. committing any act of cruelty to children or any act of child endangerment;
3. committing any sexual act with a student or soliciting such from a student;
4. engaging in or permitting harassment of or misconduct toward a student that would violate a state or federal law;

5. soliciting, encouraging, or consummating an inappropriate written, verbal, electronic, or physical relationship with a student;

6. furnishing tobacco, alcohol, or illegal/unauthorized drugs to any student; or

7. failing to prevent the use of alcohol or illegal or unauthorized drugs by students who are under the educator’s supervision (including but not limited to at the educator’s residence or any other private setting).

(c) Standard 3: Alcohol or Drugs - An educator shall refrain from the use of alcohol or illegal or unauthorized drugs during the course of professional practice. Unethical conduct includes but is not limited to:

1. being on school premises or at a school-related activity while under the influence of, possessing, using, or consuming illegal or unauthorized drugs; and
2. being on school premises or at a school-related activity involving students while under the influence of, possessing, or consuming alcohol. A school-related activity includes, but is not limited to, any activity sponsored by the school or school system (booster clubs, parent-teacher organizations, or any activity designed to enhance the school curriculum i.e. Foreign Language trips, etc).

(d) Standard 4: Honesty - An educator shall exemplify honesty and integrity in the course of professional practice. Unethical conduct includes but is not limited to, falsifying, misrepresenting or omitting:

1. professional qualifications, criminal history, college or staff development credit and/or degrees, academic award, and employment history;

2. information submitted to federal, state, local school districts and other governmental agencies;

3. information regarding the evaluation of students and/or personnel;

4. reasons for absences or leaves;

5. information submitted in the course of an official inquiry/investigation; and

6. information submitted in the course of professional practice.

(e) Standard 5: Public Funds and Property - An educator entrusted with public funds and property shall honor that trust with a high level of honesty, accuracy, and responsibility. Unethical conduct includes but is not limited to:

1. misusing public or school-related funds;
2. failing to account for funds collected from students or parents;

3. submitting fraudulent requests or documentation for reimbursement of expenses or for pay (including fraudulent or purchased degrees, documents, or coursework);

4. co-mingling public or school-related funds with personal funds or checking accounts; and

5. using school property without the approval of the local board of education/governing board or authorized designee.

(f) Standard 6: Remunerative Conduct - An educator shall maintain integrity with students, colleagues, parents, patrons, or businesses when accepting gifts, gratuities, favors, and additional compensation. Unethical conduct includes but is not limited to:
1. soliciting students or parents of students to purchase equipment, supplies, or services from the educator or to participate in activities that financially benefit the educator unless approved by the local board of education/governing board or authorized designee;

2. accepting gifts from vendors or potential vendors for personal use or gain where there may be the appearance of a conflict of interest;

3. tutoring students assigned to the educator for remuneration unless approved by the local board of education/governing board or authorized designee; and

4. coaching, instructing, promoting athletic camps, summer leagues, etc. that involves students in an educator’s school system and from whom the educator receives remuneration unless approved by the local board of education/governing board or authorized designee. These types of activities must be in compliance with all rules and regulations of the Georgia High School Association.

(g) Standard 7: Confidential Information - An educator shall comply with state and federal laws and state school board policies relating to the confidentiality of student and personnel records, standardized test material and other information. Unethical conduct includes but is not limited to:

1. sharing of confidential information concerning student academic and disciplinary records, health and medical information, family status and/or income, and assessment/testing results unless disclosure is required or permitted by law;

2. sharing of confidential information restricted by state or federal law;

3. violation of confidentiality agreements related to standardized testing including copying or teaching identified test items, publishing or distributing test items or answers, discussing test items, violating local school system or state directions for the use of tests or test items, etc.; and

4. violation of other confidentiality agreements required by state or local policy.

(h) Standard 8: Abandonment of Contract - An educator shall fulfill all of the terms and obligations detailed in the contract with the local board of education or education agency for the duration of the contract. Unethical conduct includes but is not limited to:

1. abandoning the contract for professional services without prior release from the contract by the employer, and

2. willfully refusing to perform the services required by a contract.

(i) Standard 9: Required Reports - An educator shall file reports of a breach of one or more of the standards in the Code of Ethics for Educators, child abuse (O.C.G.A. §19-7-5), or any other required report. Unethical conduct includes but is not limited to:

1. failure to report all requested information on documents required by the Commission when applying for or renewing any certificate with the Commission;

2. failure to make a required report of a violation of one or more standards of the Code of Ethics for educators of which they have personal knowledge as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner; and

3. failure to make a required report of any violation of state or federal law as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. These reports include but are not limited to: murder, voluntary manslaughter, aggravated assault, aggravated battery, kidnapping, any sexual offense, any sexual exploitation of a minor, any offense involving a controlled substance and any abuse of a child if an educator has reasonable cause to believe that a child has been abused.

(j) Standard 10: Professional Conduct - An educator shall demonstrate conduct that follows generally recognized professional standards and preserves the dignity and integrity of the teaching profession. Unethical conduct includes but is not limited to any conduct that impairs and/or diminishes the certificate holder’s ability to function professionally in his or her employment position, or behavior or conduct that is detrimental to the health, welfare, discipline, or morals of students.

(k) Standard 11: Testing - An educator shall administer state-mandated assessments fairly and ethically. Unethical conduct includes but is not limited to:

1. committing any act that breaches Test Security; and

2. compromising the integrity of the assessment.
(a) Educators are required to report a breach of one or more of the Standards in the Code of Ethics for Educators as soon as possible but no later than ninety (90) days from the date the educator became aware of an alleged breach unless the law or local procedures require reporting sooner. Educators should be aware of legal requirements and local policies and procedures for reporting unethical conduct. Complaints filed with the Professional Standards Commission must be in writing and must be signed by the complainant (parent, educator, personnel director, superintendent, etc.).
(b) The Commission notifies local and state officials of all disciplinary actions. In addition, suspensions and revocations are reported to national officials, including the NASDTEC Clearinghouse.

(5) Disciplinary Action
(a) The Professional Standards Commission is authorized to suspend, revoke, or deny certificates, to issue a reprimand or warning, or to monitor the educator’s conduct and performance after an investigation is held and notice and opportunity for a hearing are provided to the certificate holder. Any of the following grounds shall be considered cause for disciplinary action against the holder of a certificate:
1. unethical conduct as outlined in The Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
2. disciplinary action against a certificate in another state on grounds consistent with those specified in the Code of Ethics for Educators, Standards 1-10 (PSC Rule 505-6-.01);
3. order from a court of competent jurisdiction or a request from the Department of Human Resources that the certificate should be suspended or the application for certification should be denied for non-payment of child support (O.C.G.A. §19-6-28.1 and §19-11-9.3);
4. notification from the Georgia Higher Education Assistance Corporation that the educator is in default and not in satisfactory repayment status on a student loan guaranteed by the Georgia Higher Education Assistance Corporation (O.C.G.A. §20-3-295);
5. suspension or revocation of any professional license or certificate;
6. violation of any other laws and rules applicable to the profession; and
7. any other good and sufficient cause that renders an educator unfit for employment as an educator.
(b) An individual whose certificate has been revoked, denied, or suspended may not serve as a volunteer or be employed as an educator, paraprofessional, aide, substitute teacher or in any other position during the period of his or her revocation, suspension or denial for a violation of The Code of Ethics. The superintendent and the superintendent’s designee for certification shall be responsible for assuring that an individual whose certificate has been revoked, denied, or suspended is not employed or serving in any capacity in their district. Both the superintendent and the superintendent’s designee must hold GaPSC certification. Authority O.C.G.A. § 20-2-200; 20-2-981 through 20-2-984.5

ETHICS REMINDERS

Take testing seriously.

Be friendly to the students—you are not their friend but their supervisor and role model.

Honesty and Integrity are vital and expected.

Educators are held to higher ethical and moral standards.

Educators are mandated reporters if they are aware of violations of Code of Ethics.

Moral Turpitude
It has been stated that the term “moral turpitude” is so clear that there is no duty on the trial judge to define it in the absence of a request. The term has been defined in Georgia as follows:

“Turpitude in its ordinary sense involves the idea of inherent baseness or vileness, shameful wickedness, depravity…. In its legal sense it includes everything contrary to justice, honesty, modesty or good morals…. The word ‘moral,’ which so often precedes the word turpitude, does not seem to add anything to the meaning of the term, other than that emphasis which often results from a tautological expression. All crimes embraced within the Roman’s conception of the crimen falsi involve turpitude; but it is not safe to declare that such crimes are the only ones involving turpitude.” In Ramsey v. State, the court said that a crime involving moral turpitude is one which is malum in se rather than malum prohibitum. In Georgia, the test for whether a felony is one involving moral turpitude is “does the [crime], disregarding its felony punishment, meet the test as being contrary to justice, honesty, modesty, good morals or man’s duty to man?”

It has been held that the following offenses are crimes involving moral turpitude:

- Fraud or false pretenses in obtaining something of value
- Larceny or a misdemeanor theft by taking
- Larceny after trust
- Murder
- Soliciting for prostitutes
- Voluntary manslaughter
- Sale of narcotics or other illegal drugs
- Pattern of failure to file federal tax returns in years in which taxes are due
- Criminal Issuance of a bad check
- Making a false report of a crime

The following have been held to be offenses which are not crimes involving moral turpitude:

- Public drunkenness
- Driving under the influence
- Carrying a concealed weapon
- Unlawful sale of liquor
- Fighting
- Simple Battery
- Simple Assault
- Misdemeanor criminal trespass
- Child abandonment
- Misdemeanor offense of escape
- Misdemeanor offense of obstructing a law enforcement officer
- The federal misdemeanor offense of Conspiracy in Restraint of Interstate Trade and Commerce
- Possession of less than one ounce of marijuana

[This is taken from Handbook of Criminal Evidence by Davis, 2000 edition.]
Classroom Procedures to Teach:

- **Classroom entry**
- **Morning Activities**
  - Unpacking book bag
  - Sharpening Pencil
  - Turning in homework/folders/notes
  - Beginning morning work
  - Attendance
  - Lunch count
- **Transitional times**
- **Lining up**
- **Walking in halls**
- **Cafeteria**
  - Before
  - During
  - After
- **Class dismissal**
- **Cleaning up for the next day**
- **Restroom**
- **Signal for quiet and focus on teacher**
- **How students ask for help**
- **Assignments**
  - Turning in papers to teacher
  - Receiving papers from teacher
  - Writing assignments in agenda
  - Finding directions for assignments
  - Getting materials without disturbing others
- **Heading papers**
- **Listening and responding to questions**
- **Working cooperatively**
- **Changing groups**
- **Handing out equipment at recess**
- **Consequences for not following procedures and expectations**
- **Daily 5 and Daily 3**
- **PBIS**
- **Drills**
  - Fire
  - Tornado
  - Lock Down
SSE Safety Procedures

All staff will always need to carry their classroom key and fob with them. NEVER under any circumstance should a door be propped open. All doors are always to be closed and locked. In a true emergency, you don't have time to look for keys!

Every classroom teacher should have a RED NOTEBOOK that contains a current class list, emergency closing forms, clinic cards, and photo of every student.

In the event of a **STAGE 3** lockdown, you would lock yourself and your students in your room. If you are at lunch, the custodians would lock you and students in the lunchroom. If your students are in specials, the specialists will lock the students down. If you are in transition to or from a location, you should enter the first available room that can be locked. The teacher of that room would need to be in the room so the key is available. If you are outside you must quickly come inside. This is why all staff outside should have a radio. A **code word** will be given to let you know it is safe to unlock your door. To prepare for an emergency, stand outside your door with the lights off...Look in your door window and see where you could hide students where they can't be seen.

In a **STAGE 2** lockdown, you will lock yourself and your students in your room, but carry on with instruction inside the room only.

In a **STAGE 1** lockdown, administrators will lock all outside doors, but we will carry on with instruction inside the building only, and will control the people allowed inside the front doors.

I want you to start thinking through various scenarios in your head about what you would do if you felt you and your students were in danger.

We will practice a **STAGE 3 Lockdown** drill and discuss any of your concerns. All classroom teachers need to bring their RED BINDERS that we use for fieldtrips. These notebooks will become a vital part of our safety plan.

Paras that are assigned to one room need to follow this plan. Paras and teachers that move from room to room will lock down with the teacher they are with at that time. I am still working on what substitutes will lock down with buddy teacher.

Also...EVERY STAFF member needs to have all administrators cell numbers programmed in your phone. PK, K, 1 and SPED will be assigned to Dr. Kinney (404-597-7032), 2, 3, and Specialists will be assigned to Mr. Hughes (770-595-9435), and 4, 5, Custodial, Office and Lunchroom Staff will be assigned to Mrs. Newman (678-283-1735). In the first two days of preplanning and while at school, send your assigned administrator a text with your name and location... Example: Scott Sloop/GYM. This will test to see if we can send/receive
texts from various locations in the building. In a true emergency texting may be our only form of communication.

Location of specialists during a fire drill if they have exited the building before you can get with your class...
- Art...exit main lower door to lower playground
- Music...exit main lower door to lower playground
- Computer...exit plaza door to upper playground
- Media...exit front door to main parking lot
- Gym...exit gym doors to side parking lot
- STEM...exit through fifth grade hall to main parking lot

Discuss with your students what they would do at lunch. Tables 5-8 A & B will exit through the B doors and exit through the bus ramp doors into the side faculty parking lot. Tables 1-4 & 12 A & B will exit through the lunchroom door out onto the Plaza and then to the playground area. Tables 9 & 10 A & B will exit out of door A and then through the plaza doors to the playground area. All staff will need to know where their tables will go. Teachers who are not in the lunchroom with their students will go to the lunchroom to assist with their class as the teacher on duty will be evacuating two classes.

Remember to take your RED notebook, cell phone, and a radio (if you assigned one) with you on a fire drill or any evacuation procedure when you are leaving from your room. Obviously if you are in the lunchroom during a drill, you would not go to your room to get your book.

11. FIRE & TORNADO – LOCK DOWN

Fire and tornado drill maps should be displayed in the room on the back of your door. We will have a fire drill once a month and a tornado drill when directed. Also, we will have 2 fire drills within the first 10 days of school. Please reference your Fire and Tornado Maps, as well as the Lockdown Memo which is included.

School safety is of the utmost importance. Please see the Lock Down Memo attached for information, and there will be a meeting after the school year begins to go over the safety plan.
### 2018-2019 Bulletin Board Schedules

#### Top Floor Hallway Bulletin Boards (2 small boards)

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>Board Up Date (on or before)</th>
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<tbody>
<tr>
<td>July/August Kindergarten</td>
<td>July 20</td>
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<tr>
<td>September 1st Grade</td>
<td>September 1</td>
</tr>
<tr>
<td>October 5th Grade</td>
<td>October 1</td>
</tr>
<tr>
<td>November Pre-K</td>
<td>November 1</td>
</tr>
<tr>
<td>December Kindergarten</td>
<td>December 1</td>
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<tr>
<td>January 1st Grade</td>
<td>Workday</td>
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<tr>
<td>February 5th Grade</td>
<td>February 1</td>
</tr>
<tr>
<td>March Pre-K</td>
<td>March 1</td>
</tr>
<tr>
<td>April Kindergarten</td>
<td>April 1</td>
</tr>
<tr>
<td>May 1st Grade</td>
<td>May 1</td>
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#### Bottom Floor Hallway Bulletin Boards (2 small boards)

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<th>Grade Level</th>
<th>Board Up Date (on or before)</th>
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<tbody>
<tr>
<td>July/August 4th Grade</td>
<td>July 26</td>
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<tr>
<td>September 3rd Grade</td>
<td>September 1</td>
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<tr>
<td>October 2nd Grade</td>
<td>October 1</td>
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<tr>
<td>February 4th Grade</td>
<td>February 1</td>
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<tr>
<td>March 3rd Grade</td>
<td>March 1</td>
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<tr>
<td>April 2nd Grade</td>
<td>April 1</td>
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<tr>
<td>May SC Classes</td>
<td>July 26</td>
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South Salem Classroom Transportation Roster 2018-2019 – (#’s and Order May Be Changed)
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