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# NEW MANCHESTER HIGH SCHOOL FACULTY HANDBOOK

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2020-2021



**NMHS**  
**4925 Hwy. 92/166 Douglasville. GA 30135**

7/30/2020

**NEW MANCHESTER HIGH SCHOOL**  
**Faculty and Staff Handbook**  
**2020-2021**

**#JaguarSTRONG**

Principal: Mrs. Tekmekia Gilchrist

Assistant Principals: Mr. Michael Hopping  
Mr. Scott Long (Athletic Director)  
Ms. Crystal Mattox  
Mr. Michael Moffett

**Mission:** The mission of New Manchester High School is to provide meaningful learning experiences that develop the character, academic ability, and talent of all students in order to prepare them for college and careers.

**Vision:** Our vision is to build a community of lifelong learners who become responsible, productive citizens and independent thinkers who excel in the global marketplace.

**Motto:** We are #JaguarSTRONG. Where Scholarship, Talent, Respect, Oppportunity, Noble intentions, and Gratitude are our focus.

Freshmen will **StartSTRONG**

Sophomores will **BeSTRONG**

Juniors will **StaySTRONG**

Seniors will **FinishSTRONG**.

# WHO TO SEE ABOUT...

Attendance	Sonya Chasten and Carol Davis
Audio Visual Equipment	Media Center
Copier	Jana Flanigan
Employee ID Cards	Jana Flanigan
Facility Issues	Jana Flanigan
Field Trip	Anne Meek
Gym Usage	Jana Flanigan
Instructional Supplies	Dept. Chair
Insurance	Henrietta Garner
Equipment Inventory	Anne Meek
Keys	Jana Flanigan
Leave Forms	Anne Meek
Money	Henrietta Garner
Notary Public	Jana Flanigan
Property Inventory	Anne Meek
Purchase Orders	Henrietta Garner
Records & Registration	Penny Hause
Reporting Suspected Child Abuse	Counselors
Rosters	Marian McCartney
PEC	Vera Little and Bryan Augard
Technology	Jeff Coggins
Theatre Usage	Robert Connor
Transcripts	Pam Morris
Workman's Compensation	Anne Meek
Yearbook	Catrice Shivers
Health Issues	Carol Davis
9 <sup>th</sup> Discipline	Crystal Mattox/Michael Moffett
10 <sup>th</sup> Discipline/11 <sup>th</sup> Discipline (M-Z)	Scott Long
11 <sup>th</sup> Discipline (A-L)/12 <sup>th</sup> Discipline	Michael Hopping
Main Office Discipline	Michael Moffett

## **ADMINISTRATIVE RESPONSIBILITY**

### **Administrative Job Description- 2020-2021**

#### **Principal**

## **Tekmekia Gilchrist**

1. Supervise (includes coordination, evaluation, recognition, checking instructional plans and artifacts)
2. Effectively Communicate/Demonstrate Mission, Vision, Purpose and Goals of NMHS
3. Supervision of Students/Events
4. School Improvement Plan
5. Discipline – Level 3 Offenses
6. Assessment of Faculty and Staff
7. Attend PLC Meetings
8. Total School Program
9. Staff Evaluation Program
10. Administrators
11. Department Heads
12. Faculty Meetings
13. Food Service
14. Curriculum & Instruction
15. Supervise School Resource Officers
16. Student/Teacher Handbooks
17. Coordinate Financial Expenditures and Budget
18. Public Relations
19. Staff Development/Professional Learning Program
20. Fundraisers
21. School Council/PTSA
22. Assist with Student Graduation
23. Compliance with Local, State and Federal Standards
24. Appropriate Local, State and Federal Reports
25. Assist with FTE
26. Beginning/Ending Semester Procedures
27. Daily Announcements
28. Education and Career Partnerships (Partners in Education)
29. Approval of Field Trips and Student Events
30. PEC
31. Teacher Attendance and Substitute Teacher Procedures
32. End of Year reports
33. Other Duties as Needed

Support Assistance Provided by: Jana Flanigan; All

## **ADMINISTRATIVE RESPONSIBILITY**

### **Administrative Job Description- 2020-2021**

**Assistant Principal – Curriculum & Instruction, AVID**

**Michael Moffett**

1. Supervise (includes coordination, evaluation, recognition, checking instructional plans and artifacts)
2. Effectively Communicate/Demonstrate Mission, Vision, Purpose and Goals of NMHS
3. Supervision of Students/Events
4. School Improvement Plan
5. Counselors
6. Discipline – Main office issues/assist with Freshman
7. Assessment of Faculty and Staff
8. Attend PLC Meetings
9. Provide Curriculum & Instruction Leadership
10. 9-12 Academic Concerns
11. Registration
  - a. Master Schedule
  - b. Grades
  - c. Permanent Records
  - d. Student Schedules
  - e. Withdrawals
2. Advisement Coordinator
3. Student Open House/Orientation
4. Advanced Placement Program
5. Student Grade Reporting Procedures
6. FTE/QBE Reporting Procedures
7. Attend Curriculum & Instruction Assistant Principal Meetings
8. Attend District CTAE Meetings and Events
9. Edgenuity (E-20/20) and Credit Recovery
10. Appropriate Local, State and federal Reports
11. AM Duty: Cafeteria/Courtyard
12. PM Duty: Courtyard/Buses
13. Lunch Duty
14. AVID
15. Website
16. Assist with Student Graduation
17. Other Duties as Assigned

Support Assistance Provided by: Marian McCartney; All

## **ADMINISTRATIVE RESPONSIBILITY**

**Administrative Job Description- 2020-2021**

**Assistant Principal – Student Affairs, School Safety, FAME**

**Michael Hopping**

7/30/2020

1. Supervise (includes coordination, evaluation, recognition, checking instructional plans and artifacts)
2. Effectively Communicate/Demonstrate Mission, Vision, Purpose and Goals of NMHS
3. Supervision of Students/Events
4. School Improvement Plan
5. Discipline – 11th (A-L)/12th grade
6. Assessment of Faculty and Staff
7. Provide Curriculum & Instruction Leadership
8. Attend PLC Meetings
9. Maintain Bell Schedules/Lunch Schedules
10. Teacher Duty Roster
11. Secondary - MTSS/504
12. Student Attendance
13. Appropriate Local, State and federal Reports
14. AM Duty: Bus Duty
15. PM Duty: Front of School/Gym
16. Lunch Duty
17. ISS
18. 11th (A-L) and 12<sup>th</sup> grade Concerns
19. FAME
20. Assist with Student Graduation
21. Safety & Security Coordinator
  - a. Fire Drills
  - b. Safety Plans
  - c. First Aid/Medications
  - d. Maintain Information and Records Regarding Hazardous Materials
  - e. Accident Reports
2. Other Duties as Assigned

Support Assistance Provided by: Anne Meek; All

## **ADMINISTRATIVE RESPONSIBILITY**

### **Administrative Job Description- 2020-2021**

#### **Assistant Principal – Student Affairs, Athletics**

**Scott Long**

1. Supervise (includes coordination, evaluation, recognition, checking instructional plans and artifacts)
2. Effectively Communicate/Demonstrate Mission, Vision, Purpose and Goals of NMHS
3. Supervision of Students/Events
4. School Improvement Plan

5. Discipline –10<sup>th</sup> / 11th (M-Z) Grade
6. Assessment of Faculty and Staff
7. Attend PLC Meetings
8. Provide Curriculum & Instruction Leadership
9. Athletic Director
  - a. Policies
  - b. Budgets
  - c. Purchases
  - d. Requisitions
  - e. Schedules
  - f. Eligibility
  - g. Gender Equity Report
2. Maintenance and Use of Facilities
3. Facilities, Building Grounds, Custodians
4. Student Drug Testing
5. Appropriate Local, State and federal Reports
6. AM Duty: Cafeteria
7. PM Duty: Bus Duty
8. Lunch Duty
9. 10<sup>th</sup> / 11th (M-Z) grade concerns
10. Assist with Student Graduation
11. Other Duties as Assigned

Support Assistance Provided by: Marian McCartney; All

## **ADMINISTRATIVE RESPONSIBILITY**

### **Administrative Job Description- 2020-2021**

#### **Assistant Principal – Student Affairs, Assessment Coordinator, MTSS Coordinator, 9th Grade Academy**

**Crystal Mattox**

1. Supervise (includes coordination, evaluation, recognition, checking instructional plans and artifacts)
2. Effectively Communicate/Demonstrate Mission, Vision, Purpose and Goals of NMHS
3. Supervision of Students/Events
4. School Improvement Plan
5. Discipline –9<sup>th</sup> Grade
6. Assessment of Faculty and Staff
7. Attend PLC Meetings

8. Provide Curriculum & Instruction Leadership
9. Assessment Coordinator/AP Testing and PSAT testing (with counselors & Ms. Lester)
10. Primary - MTSS/504
11. Classworks Coordinator
12. Detention/Saturday Work Detail (S. Robinson)
13. 9<sup>th</sup> Grade Concerns
14. Freshman Academy/ Freshman Expo Coordinator
15. Club Coordinator
16. Student/Teacher Incentives
17. Assist with Student Graduation
18. Other Duties as Assigned

Support Assistance Provided by: Anne Meek; All

## Jaguar Bell Schedule 2020-2021

Teacher Check-In: **7:40-7:50**; Student bus arrival between: 7:30 -8:15; **Breakfast**: 7:30 -8:15 **Dismissal**: Dismissal 3:25 "Bell to Bell instruction" No dismissal until after announcements. **After School Programs**: Practices, Tutoring, Sports, Clubs, FAME.

Period	<b>Monday – Friday Schedule</b>	<b>AM Advisement Schedule (As needed)</b>	<b>PM Advisement Schedule (As needed)</b>
<b>1<sup>st</sup> Period</b>	8:20 – 10:00	ADVISEMENT: 8:20 – 9:00 1 <sup>st</sup> Period: 9:05 – 10:26	8:20 – 9:45



<b>2<sup>nd</sup> Period</b>	10:05 – 11:35	10:31 – 11:52	9:50 – 11:10
<b>3<sup>rd</sup> Period</b>	11:40 – 1:45 A Lunch 11:40 – 12:07 B Lunch 12:13 – 12:39 C Lunch 12:45 – 1:12 D Lunch 1:19 – 1:45	11:57 – 1:57 A Lunch 11:57 – 12:22 B Lunch 12:38 – 12:53 C Lunch 12:59 – 1:24 D Lunch 1:30 – 1:57	11:15 – 1:15 A Lunch 11:15 – 11:40 B Lunch 11:45 – 12:10 C Lunch 12:15 – 12:40 D Lunch 1:00 – 1:30
<b>4<sup>th</sup> Period</b>	1:50 – 3:25	2:02 – 3:25	1:35 – 2:40 PM ACTIVITY/ADVISEMENT 2:45 – 3:25

### Teacher & Evaluator List

<b>Staff Member(s)</b>	<b>Department</b>	<b>Evaluator</b>
Abdus-Salaam-Adrienne	Fine Arts	Hopping
Antonovich, Bradley	PEC	Gilchrist
Arnold, Robert	Social Studies	Moffett
Arrington, Brittany	Science	Mattox
Asher, Tanya	Social Studies	Moffett
Augard, Bryan	PEC	Gilchrist
Bailey, James	CTAE	Moffett
Baker, Shannon	PE	Hopping
Benton, Angela	CTAE	Mattox
Blacknall, Eric	PEC	Long
Bonds, Cody	CTAE	Moffett

Brady, Janet	PEC	Hopping
Brooks, James	Math	Mattox
Brooks, Mistie	PE	Long
Buchanan, Angelo	ELA	Moffett
Burch, Jean	Math	Hopping
Carroll, Ivan	Social Studies	Hopping
Chandler, Tahira	Math	Mattox
Chester, Marcus	Fine Arts	Gilchrist
Chisolm, Ian	Math	Moffett
Chunn, Phyllis	PEC	Hopping
Clemente, Robert	ELA	Hopping
Cleveland, Ashley	Fine Arts	Gilchrist
Connor, Robert	Fine Arts	Gilchrist
Conyers, Tanya	ELA	Moffett
Cooper, Katie	Social Studies	Hopping
Crowder, Ladonna	PEC	Mattox
Denovellis, Brenda	PEC	Gilchrist
Devine, Kenya	Math	Moffett
Donaldson, Michael	World Language	Hopping
Douglas, Mira	World Language	Hopping
Duncan, Cedric	PEC	Mattox
Dunn, Keldrick	PE	Hopping
Dutro, Linda	PEC	Long
Elliott, Maxwell	ELA	Hopping
Ferguson, Joy	Math	Moffett
Flippin, Jerry	PE	Hopping
Frazier, Chris	Social Studies	Mattox
Giddens, Trey	Fine Arts	Gilchrist
Green, John	World Language	Moffett
Greene, Courtney	Math	Long
Houlihan, Ashley	Fine Arts	Mattox
Howard, Ania	Math	Hopping
Jackson, Amy	PEC	Moffett

Jackson, Cedric	PE	Long
Jackson, Stacey	Social Studies	Mattox
Jones, Lisa	PEC	Hopping
Jordan, Melissa	Social Studies	Gilchrist
Jordan, Stan	PEC	Moffett
Kapitanov, Emil	Science	Mattox
Katrina Nelson	Math	Gilchrist
Lackey, Kandra	ELA	Mattox
LaPointe, Maddie	PEC	Gilchrist
Lavin, Lindsey	Fine Arts	Moffett
Leonard, Tamara	CTAE	Long
Lester, Whitney	CTAE-WBL	Gilchrist
Little, Vera	PEC	Mattox
Maharaj, Celine	World Language	Hopping
Maolud, Sarita	PEC	Gilchrist
Martin, Thomas	ESOL	Hopping
Mayes, Nekiba	Science	Long
McClendon, Kenneth	PEC	Mattox
Moore, Ann Marie	World Languages	Gilchrist
Mulkey, Andrew	ELA	Moffett
Nichols, Brittney	CTAE	Long
O'Malley, Terry	ELA	Mattox
Paris, Deidre	Math	Gilchrist
Parks, Mitzi	ELA	Gilchrist
Parks, Vincent	PE	Moffett
Petit, Adrienne	Science	Long
Phelps, Noah	Social Studies	Mattox
Phillips, Le Floyd	PEC	Hopping
Pope, Felicia	Science	Long
Render, Kim	Math	Moffett
Richards, Alycia	CTAE	Long
Rita Gimenez	ELA	Gilchrist
Robertson, Serena	ELA	Mattox

Robinson, Shaughna	CTAE	Gilchrist
Robinson, Tasha	Math	Moffett
Robinson, Zach	Science	Long
Rogers, Rachel	AVID	Mattox
Russell, Valerie	Science	Gilchrist
Shaw, Victorine	Science	Moffett
Shivers, Catrice	ELA	Long
Sims, William	Science	Gilchrist
Steele, James	PE	Hopping
Stephenson, Milton	Math	Moffett
Swift, Whitney	Social Studies	Long
Taylor-Teague, LaKeetha	PEC	Long
Thomas, Latoya	CTAE	Hopping
Thompson, Keith	CTAE	Moffett
Timbol, Franco	Social Studies	Long
Walker, Charles	PEC	Mattox
Walker, Sherry	PEC	Hopping
Washington, Julian	Math	Gilchrist
White, Tresha	Science	Hopping
Williams, Aundra	Math	Long
Wilson, Sidney	Social Studies	Hopping
Worlds, Qiana	Science	Mattox
Wyatt, Fabrious	PEC	Long
<b>Paras</b>		
Smith, Wilford	PEC	Gilchrist
Jones, Lisa	PEC	Long
Ledford, Marilou	PEC	Long
Vasser, Toni	PEC	Long
Dean, Diane	PEC	Long
Button, Jocelyn	PEC	Long
Cox, Latricia	PEC	Mattox
Greenwood, Marion	PEC	Long
Frazier, Althea	PEC	Mattox

Ellis, Karen	PEC	Mattox
Schwan, Alda	PEC	Long
Taylor, Genia	PEC	Long
Ziegler, Kimberly	PEC	Mattox
Stanley, Dextasia	PEC	Gilchrist
<b>Other- Ed. Support Staff</b>		
Wilson, Susan	PEC/Ed. Evaluator	Gilchrist
Robinson, Chris	ISS	Hopping
Lester, Whitney	CTAE-WBL	Hopping
Head, Dean	E2020	Mattox
Ruble, Kortnie	Media	Gilchrist
Syverson, Frances	Media	Gilchrist
Brooks, Teresa	Counseling	Moffett
Cummings, Pam	Counseling	Moffett
Richardson, Kristie	Counseling	Moffett
Saffo, Melody	Counseling	Moffett
<b>Office Staff</b>		
Flanigan, Jana	Clerical	Gilchrist
Garner, Henrietta	Clerical	Gilchrist
Meek, Anne	Clerical	Gilchrist
McCartney, Marian	Clerical	Gilchrist
Hause, Penny	Clerical	Gilchrist
Davis, Carol	Clerical	Gilchrist
Chasten, Sonya	Clerical	Gilchrist
Morris, Pam	Clerical	Gilchrist

## Faculty and Staff Attendance

Sign in and out will be on the desktop computer using the program, Staff Sign In. Teachers should be at work by **7:40** and leave **no earlier than 3:40**. School system and state regulations require that staff members be on the job during designated working hours. These hours will depend on the teacher's assigned duty (i.e. morning, lunch, or afternoon duty).

If it becomes necessary for a staff member to arrive late or leave early, that staff member must secure the approval of an administrator. You also must sign out in the front office if you must leave during the day once you have administrative approval. Permission will be granted by administrators for emergencies only. However, administrators may grant non-emergency errands when necessary. The administration does not expect a teacher to go out for anything during their planning more than once a week.

Teachers/staff should not come to administration daily to ask for permission to leave during planning. Remember that there is no substitute for you. When possible, please be at work. The administrative staff has kids and we know they get sick. If that is the case, please let us know as early as possible. We all have family and know that emergencies, tragedy, and enjoyment all take place within a family. As you look to us as your work family, please keep us abreast of family issues. If there is an issue, we understand the need to take off.

Teachers should consult the Board of Education Policy Manual regarding teacher absences and other matters related to personnel.

Expected absences should be reported promptly through AESOP no later than 6:30 a.m. the day of the unexpected absence. **ANY TEACHER WHO IS OUT MUST FILL OUT A LEAVE FORM BEFORE OR AFTER THE ABSENCE**. The rotation schedule will be applied to provide coverage for all classes for which a substitute could not be located. **Rotation placements will be completed by Mrs. Meek**. Teachers' failure to fill out the appropriate leave forms will result in leave without pay. Any absence longer than a class period must be reported through AESOP and to Mrs. Meek.

### **ALL emergency and unplanned absences...effective immediately**

1. ALL emergency calls for sick, bereavement, and unplanned personal leave go to Mrs. Gilchrist only, via phone.
2. ALL Emergency and Unplanned absences must be phoned in to Mrs. Gilchrist @ **404-401-3767**.
  - a. After hours you may call up until 10 PM (M-F)
  - b. No calls on Saturdays (that's my family day...no exceptions please)
  - c. Sundays you may call between 12 noon and 10 PM
  - d. Enter into AESOP as soon as possible
3. Please do NOT call Mrs. Gilchrist before 5:30 AM (M-F) or after 7 AM (M-F)
4. We must have adequate time to prepare for any unexpected, unplanned, emergency absences, and this is just good old professionalism in practice
5. If you're already at work and need to leave, then seek an assistant principal for coverage first. If your emergency requires the next day off, then follow the aforementioned protocol, i.e. call me
6. Legal leave, jury duty leave, professional duty leave, adoption leave, military leave, family medical leave are known in advance and must be reported according to DCS policy (below)
7. **SUMMARY of Protocol for all unplanned sick, emergency personal, unexpected bereavement absences**:

**Call Mrs. Gilchrist up until 10 PM (M - F)**  
**OR Call Mrs. Gilchrist between 5:30 AM - 7:00 AM (M – F)**  
**OR Call Mrs. Gilchrist Sundays 12 – 10 PM**

**Enter ALL absences into AESOP as soon as possible.**

The AESOP link can be found on the DCSS website quick links or by going to the following website:  
<http://www.frontlinek12.com/Products/Aesop.html>. Teacher logins are unique and provided through email.

**How do I interact with Aesop?**

1. You can interact with Aesop on the internet at <http://www.frontlinek12.com/aesop>. Here, you will be able to enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.

2. You can also call Aesop toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features. We recommend that you call in to check the computer recording of your name and title. To do this, press Option 5 and follow the prompts.

\*When entering an absence, please wait until you receive a confirmation number before you terminate the phone call or close your internet browser window. Your transaction is not complete until you receive a confirmation number.

\* Only absences requiring a substitute will be entered into the system. Your school may have other procedures that should be followed in addition to using this system.

\*You can log into the system using the link below to view an employee training video.

<http://help.frontlinek12.com/aesop/knowledgebase/employee-web-basic-training-video/>

**Staff attendance at Open Houses, Freshman Expo, and Graduation is required.**

Teachers are urged to attend extracurricular functions. Students like to have teachers come to their performances and activities. We will have a wide variety of extracurricular functions throughout the year. Please plan to attend whenever possible.

**Communication**

- It is an expectation that all communication with parents, faculty, students, and community members will be professional.

- No school-wide emails sent to the all NMHS faculty without administrative permission. (Already Approved to send school wide emails – Administrative team, Mrs. Flanigan)
- Facilitate home/school communication by updating homework and entering grades in Infinite Campus on a regular basis. **Updated every 5 days.** Once again all assignments given should be posted within 5 days of the assignment due date. Make sure you attend IEP, RTI, and parent meetings as required. Always be on time and prepared for meetings.
- All teachers should have a blog/website and it should be updated weekly. If your sport or club has an activity planned, email Mr. Moffett and Mrs. Gilchrist the details so that it can be posted on the school's website and social media pages.
- Emails and voicemails should be returned within 24 hours. You may not have an answer but you can let the parent know you received the message and you are working on the issue.
- Maintain confidentiality of students and students' records. FERPA is a federal law.
- Attend department meetings, professional learning meetings (PLCs), faculty meetings, and any other meeting as scheduled. Always be on time.
- **If you are hosting a meeting with other teachers, the teacher should be notified by email and/or a note in the mailbox at least 3 days before the meeting. We should not have to call teachers to go to a meeting. Always be on time to these meetings. Hosts of meetings should notify the front office through the conference notice sheet.**
- If you are invited to a meeting ... You must attend if you are invited, if not, you must submit the information to the Counselor/SST Coordinator/Case Manager, etc.
- Host and Participants should be on time for meetings.
- Do not just say only negative things about the student, positive as well.
- I do not want to hear ...
  - Excuses of why you can't call or communicate with the parent.
  - Size of your class
  - I forgot a grade sheet
  - Anything about the mixture of your class
  - I didn't know the student had an IEP, etc.
- Plan weekly with your department or course team members to ensure consistency in implementing the curriculum. Share assessments and lesson plans as well as your classroom data.
- Maintain a positive attitude when discussing our school with members of the community as well as school personnel.
- Refrain from discussions that are not conducive to a positive work environment.
- Model correct use of language, oral and written.

### Duties and Responsibilities

- **Be at your assigned duty assignment by 8:00 as scheduled by the duty roster. If you are absent, please find coverage and let your peers know around your room so they can help the substitute supervise.**



- **Teachers should be at their door during class change between every single period** no exceptions.
- Remain in your classroom during instructional time.
- Make sure you are aware of everything that happens in your classroom.
- Attend and participate in faculty meetings. Notify an administrator if you are unable to attend.
- Ensure adherence to the appropriate safety procedures. Make yourself familiar with the school safety plan.
- Maintain an orderly and clean classroom. Make students responsible for trash on the floor prior to leaving your class. Make sure all lights/projectors are turned off and classroom is locked when you leave.
- Students are not allowed to go into teacher workrooms.
- Maintain weekly lesson plans. Work collaboratively with co-teachers to develop lesson plans and ensure appropriate modifications are in place. Lesson plans should be complete and up to date in your classroom available for administration/county office personnel to view.
- Enforce policies and procedures pertaining to student conduct. Establish classroom procedures prior to the arrival of students on the first day of school. Work with your department to develop a consistent plan for behavior and expectations during transitions.
- Develop a record keeping system for monitoring student behavior infractions and determine how the rules will be implemented. Spend time the first week reviewing your procedures and expectations for student behavior. Practice your procedures. Review grading plans, make-up work policies and procedures, and homework expectations. These policies are to be posted to your website.
- Read and follow the Code of Ethics for Educators.
- Follow the modifications for SWD, SST, & ELL students.
- **If one of your students is in ISS, send work to the student.**
- **PEC teachers should visit ISS to provide instructional services to their students. You must sign in.**
- **If you have a sick or hurt student, please make sure you contact the attendance office. Do not send a sick student out of your classroom without assistance.**
- Follow the Douglas County Board of Education dress code. **Jeans are only permitted on Fridays with a school shirt.**

## Classroom Expectations

The most effective classrooms are those which are organized and where high expectations for student achievement exist. Teachers are expected to plan thoroughly so that each day is a school day. There should be no time left over to waste. The following suggestions will help you have a more effective classroom:

- Start class on time. Starting late is a signal to students that you are unprepared to teach.
- **Bell to bell instruction is required.** Every teacher should have a bell ringer/warm up and a summarizer at the end.
- Differentiation should be occurring frequently. Differentiate by learning style, choice/interest, and ability whenever possible.
- Learning focused strategies should be utilized each and every day in every period. Lesson plans should be easily accessible by the teacher and administrator if they are truly being used.
- Prepare and collaborate with PLC's well in advance and be sure that lessons follow a logical sequence, as outlined in the county curriculum guide.
- Handout and post established class rules for students at the beginning of the semester. In addition, students are to have handouts detailing course requirements, grading policies, and teacher expectations.
- Don't hesitate to seek the advice of colleagues when tough situations arise.
- **Grades should be updated in Infinite Campus every 5 days.**
- You must contact all parents by phone, email, or in person every 4 ½ weeks about student progress. The first progress report failure contact should be by phone only, unless email or in person contact happens prior to the progress report. The next two progress reports can be phone, email, letter, or in person. If you have not established contact with a parent by email, then failure contacts should be by phone first. (Update parent contact log in IC)
- Every teacher must have a routine.
- Establish Rules and Procedures for getting up during class, cell phones, talking during class, food in the classroom, lack of supplies, entering the room, ending class, absent students, passes out of class, tardies to class, dress code, etc.
- **NO PASSES OUT.** Students should not leave your classroom the first 15 minutes of class and the last 15 minutes of class. Passes are only allowed for students to use the restroom when it is an emergency, or if a student is called to the office/counselors office.
- **Do NOT keep students after class or during another class period when you do not have them. This puts not only the student in a bad spot because they miss instructional time with another teacher, but it shows disrespect to the other teacher and their class.**

## Discipline in the Classroom

Along with established classroom expectations, a behavior management plan is essential to the success of any classroom. Teachers are expected to have a functioning plan that sets the tone for how the class will be conducted. The plan should include expected behaviors and consequences for not exhibiting those behaviors. Consequences should include but are not limited to: verbal warnings, parent contact, teacher detention, and referral to office. Along with a plan, teachers should be aware of the following:

- Parents must be called prior to a referral. Referrals should include information on how and when the parent was contacted previous to the referral.

- All teachers must provide ISS assignments in a timely manner and ensure that sufficient work has been assigned for the time that the student is in ISS.
- The more you call an administrator to pull students out of your classroom, the less power you have with students.
- Electronics are permitted in common areas (i.e. before 8:35 and cafeteria) and during class change. Students SHOULD NOT use cell phones during class. Students are not to charge their phones in the classrooms.
- Referrals are part of a student's permanent record. Parents and county office officials can read the referrals. Take a breath/calm down before you complete a referral, stick to the facts of what happened. Don't add statements such as "he continually does this". Do not add academic items in the referral. Do not add any other students name to the referral.
- One skipping referral per offense.
- Office referrals will be done online through Infinite Campus. Referral Title: Student's name and their grade level (example: John Smith 9th) Choose Teacher Referral as the referral type. Choose the correct Administrators name:  
Mattox-9th Grade  
Moffett – 9<sup>th</sup> Grade  
Long – 10<sup>th</sup> Grade & 11<sup>th</sup>(Last name M-Z)  
Hopping –11<sup>th</sup> (Last name A-L) & 12<sup>th</sup> Grade

## Student Attendance

Several of our referrals are attendance related. It is imperative that student attendance is taken every day in every period. Attendance MUST be recorded in Infinite Campus in **every class period within the first 10 minutes of class**. Teachers must be accurate when checking attendance.

**If you move your class to another location, please email or call Mrs. Chasten, Mrs. Davis.**

## Tardy Policy

Tardiness is viewed as a discipline problem. Students must assume the primary responsibility for being on time for class. If students are unable to exercise that responsibility, then teachers must consistently enforce guidelines to insure that one student's irresponsibility does not affect the learning opportunity of others.

Students are tardy as soon as the bell rings. If students are tardy to the 1<sup>st</sup> block of the day, they should report to the attendance office after 8:35 AM.

Tardy Procedures:

- Students must report to the Attendance office (student conductor computer) to get a tardy pass.
- Any student that comes to your class late should be marked tardy by you in IC. Please do not mark a student absent if they are tardy. You can go back and make corrections to attendance when necessary for late students.
- Students that are tardy 10 minutes or more should be referred through Infinite Campus as a class cut referral.
- If a student is present in other classes but is absent in yours, you should write them up for skipping.

## Student Dress Code Non-Negotiables

1. No Headgear (hoods, hats, doo-rags, scarves, bandanas, skull caps, etc.)
2. School appropriate dress from neck to knee.
3. Nothing hanging from the pockets (bandanas, chains, flags, etc.)
4. No beads.

## Faculty Dress Code (GBRL-R1)

All body piercing with the exception of the ears must be removed and all tattoos must be covered while on official school duty.

***Employee ID badges*** are expected to be worn at all times when on school property.

***The Superintendent/Building administrator may also allow employees to dress down*** on Fridays, the last day of work preceding a holiday, and other special occasions.

\*No leggings or anything that resembles them.

\*No flip flops or footwear that can be confused with flip flops.

\*Jeans days **ONLY** on Fridays and only with spirit wear (NMHS shirt)

\*Administrators will not wear jeans.

\*Administrators will be expected to dress in business attire each day except Fridays.

All other clothing you wear should be professional and appropriate for the school setting.

## Lesson Plans & Board Agendas

In order for a teacher to be successful in classroom instruction, the planning of lessons with engaging activities are a necessity. ALL teachers must have a daily agenda on their board. Print lesson plans and place in red notebook. This notebook must be accessible for any observer of your class.

On the Board in each teacher's classroom everyday should include (SEATS) Standards, Essential Question, Activating Strategies, Teaching Strategies, Summarizing Strategies, and important dates.

## Professional Learning Communities (PLC) Meetings

Teachers of common courses will be expected to meet regularly during their common planning periods. Formal PLC meetings will occur on dates outlined on the meeting calendar to discuss individual student progress and examine data generated by classes to resolve student's needs.

The following activities should occur within your formal meetings:

- Utilize PLC meetings to collaboratively plan units based on data from formative assessments or other assessments
- Analyze data using the data reporting protocol after each summative assessment
- Analyze student work and rubrics to better understand student learning and provide professionally appropriate feedback to PLC members
- Identify interventions and strategies for at-risk students. These students may be at-risk for a variety of reasons including attendance and behavior.

\*\*Other subjects/departments that do not have common planning will decide on before school, lunch, or after school PLC meetings.

### Visitors on Campus

All visitors to the school campus must clear in the office. Visitor passes will not be issued to individuals to just visit. Individuals may, with the approval of the individual teacher, see them for help before school, after school, or during their planning period. All visitors will wear visitor badges to indicate they have checked in through the office.

Students are not allowed to bring visitors or guests to school to visit classes. If this occurs, send the visitor to the office where arrangements will be made for departure from school.

Teachers may have visitors or guest speakers on campus if a prior written request is approved and on file in the office. **Visitors and speakers should then report to the office to check in prior to going to the classroom.**