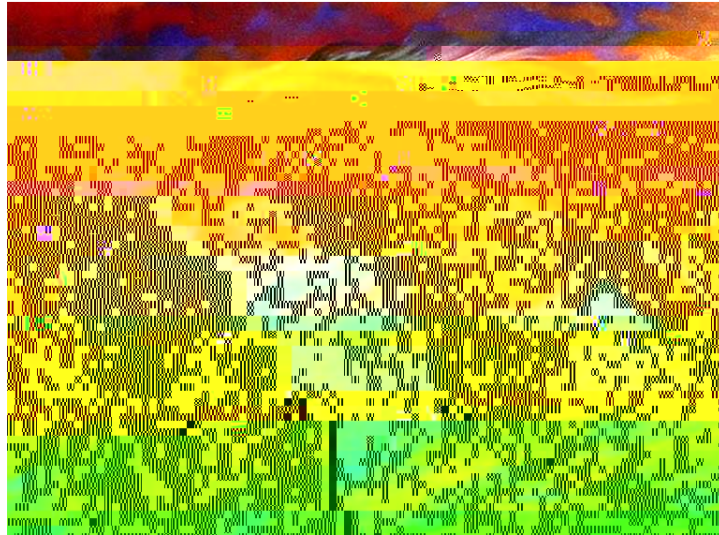


Murphey Middle School

"Murphey Middle School students will be prepared for high school and empowered to become college and career ready."



Faculty/Staff handbook 2021-2022

Derrias Priestley, Principal
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Dear Faculty and Staff,

Instructional Leadership
Personnel

Public Relations
Budget

- Reporting to work on time
- Report to all scheduled meetings on time (professional learnings, faculty, etc.)
- Submitted attendance, grade and other items on time
- Carrying out duty assignment(s) such as lunch, bus, and/or special duty
- Attending staff meetings, committee meetings, PTO meetings, and required games
- Attending professional learning sessions
- Supervising students at all times
- Receiving approval prior to leaving campus (Write It, Don't Say It)
- Creating, communicating, and enforcing a classroom discipline plan/adhering to referral procedures/protocols
- Making parental contact(s)
- Supervising students in the hall during class change (standing at your door)
- Reporting to class on time after lunch or planning period
- Contacting the principal when going to be absent and calling for a substitute
- Preparing and making accessible necessary materials for a substitute
- Creating an emergency lesson plan packet to turn in to the front office secretary
- Following a professional dress code

Under the direction of the school principal and his/her designee, plans, and provides for appropriate learning experiences for students. Provides an atmosphere and environment conducive to the intellectual, physical, social and emotional development of individuals to ensure Success for Every Student. Supervises students in a variety of school related settings. Monitors and evaluates student outcomes. Communicates and interacts with students, parents, staff and community. Develops, selects and modifies instructional plans and materials to meet the needs of all students. Maintains appropriate records and follows required procedures and practices. Monitors appropriate use and care of equipment, materials and facilities.

Each teacher and staff member is responsible to the principal for carrying out the policies of the Richmond County Board of Education (RCBOE) that apply to the functions of the school, the classroom, contact with students, and the public. It is the responsibility of all teachers and staff members to cooperate in a professional manner with their colleagues and with the administration. This professional

(Asterisk for essential job duties.)

1. Plans a program of study that meets the needs, interests and abilities of individuals to ensure success for every student (*)
2. Reports to work on time and is prepared for all classes and duty assignments (*)
3. Creates a classroom environment that provides student involvement in the learning process and enables each student to achieve learning objectives
4. Provides an instructional program to meet the needs of all students including students with disabilities (*)
5. Prepares lesson plans and other documentation as required by principal or his/her designee.
6. Guides the learning process toward the achievement of curriculum goals and in harmony with the goals, establishes clear objectives for all lessons, units, projects and the like to communicate these objectives to students (*)
7. Establishes learning objectives consistent with appraisal of student needs, requirements of RCSS curriculum framework, and knowledge of human growth and development (*)
8. Plans for and utilizes instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives (*)
9. Assesses the learning and behavioral needs of students on a regular basis. Provides input as needed to IEP's of students with disabilities ensuring the implementation of modifications including co-teaching as needed.
10. Takes all necessary and safety precautions to protect students, equipment, materials and facilities (*)
11. Maintains accurate and complete records as required by law and per RCSS policy and administrative regulation (*)
12. Assists the administration in implementing all policies and rules governing student life and conduct and, for the classroom, develops reasonable rules of classroom behavior and procedure, and maintains order in the classroom in a fair and just manner
13. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms
14. Establishes relationships with colleagues, students, parents and community which reflect recognition of and respect for every individual
15. Plans and supervises purposeful assignments for instructional assistants, teacher assistants, and volunteers (*)
16. May evaluate paraprofessional's job performance with department heads and/or administrators
17. Maintains fair and accurate grading policies and procedures, attendance, email and web pages as required through the technology system provided by the RCSS
18. The employee shall carry out such other and further duties, whether specifically listed above or not, as are assigned or required by such employee's supervisor, other appropriate school personnel, law board policy administrative regulation, department handbook, as are reasonably necessary to the efficient operation of the school system and its mission.

The workday for regular teachers begins at 8:15 a.m. and ends at 4:15 p.m. We work an 8hour day. Each teacher is to sign-in upon arrival at school and is expected to be at his/her classroom door at 8:45.

document abuse of attendance policy. Abuse of attendance policy can result in an ineffective score under TKES Standard 10 Professionalism.

Substitute Notebook including schedules, rosters, seating charts, assignments, list of team leaders, policy and procedure for reporting behavior issues. (Located in the Main Office)
Books, copies necessary for students to complete assignments
Login/passwords if allowing the substitute access to designated computer
Name of co-teacher if applicable
Schedule for SPED student where appropriate
Name of grade level administrator
School floor plan
Lunchroom procedures and policies
Restroom Guidelines
Connections rotations with rosters.

Each teacher must develop and turn into the office a Substitute Teacher Notebook. Notebook should be updated after each absence to ensure that all components are available for the next substitute teacher. The BOOK will be stored in the front office.

School Secretary will greet the substitute in the front office
School Secretary will provide the substitute with directions to the classroom

Split list should be created to accommodate all possible scenarios (The list should be turned into the grade level administrator and updated at the end of each grading period)

Teachers should make efforts to meet the individual needs of students. Students who are experiencing serious academic, adjustment, or behavioral difficulties should be referred to an RtI team or MTSS Specialist. Response to Intervention (RTI) is a practice of academic and/or behavioral interventions designed to provide early, effective assistance to underperforming students. Research-based interventions are implemented and frequent progress monitoring is conducted to assess student response and progress. The student's response is used as feedback to more accurately target interventions. When students do not make progress, increasingly more individualized interventions are

Georgia Law requires all persons who suspect child abuse/neglect to report it to the Department of Family and Children Services (DFACS). As the law relates to school institutions, it requires the observer to report it directly or cause it to be reported via the building supervisor. Any person or official required to report a suspected case that knowingly and willfully fails to do so should be guilty of a misdemeanor.

If any employee is required to stay away from his/her job due to any injury received on the job, be sure

Appointments will be made for parents to confer with a teacher when a parent requests a conference. The teacher or teachers involved will be notified. Teachers are expected to attend these conferences. If there is a conflict of time, the teacher or teachers who are unavailable are to contact the parent and set another date. Teachers should hold no conference with parents during class time. If a parent comes to your door unannounced, please send him/her to the office.

All school personnel shall adhere to Georgia State Board Policy IDDF--Confidentiality of Personally Identifiable Information. Personal information includes student information sheets, grades, discipline records, test data, academic and psychological reports, individualized education plans (IEPs), Student Support Team/RTI data, and any other information that may be used to identify a student. This policy is also referenced in the section entitled Internet Usage for Employees.

The Board of Education recognizes that teachers and other professional educators are role models for the students who come in contact with them during and after school hours. As role models, teachers and other staff should be conscious of their dress and grooming and how it may affect students and parents.

Teachers and staff are expected to dress in a professional and appropriate manner that will be most conducive to the educational environment. Employees should be clean, neat, well-groomed and dressed in an appropriate manner for their individual work assignments. A wide variety of teaching styles and activities occur between age and grade levels. Therefore, activities and/or assignments planned for the day will dictate, to a degree, the style of dress considered appropriate attire. Good judgment and common sense should be used in choosing appropriate attire. The responsibility for determining appropriate grooming and dress shall be placed under the supervision of district and school level administrators. As a general rule, shorts, sweats, and warm up suits are not appropriate dress. Exceptions would be physical education, field days, special dress days and field trips when special attire is required.

The minimum dress and grooming standard for employees shall meet or exceed the standard required for students of the Uniform Code of Student Conduct. Employees are expected to meet or exceed its standard in their professional dress and grooming.

The following items are considered appropriate attire:

Men:

Shoes with socks

Ties

Slacks

Short/long sleeve collared shirts

Sports jackets/suits

Crew/Mock/Turtleneck shirts

Polo/Golf shirts

**Length guideline-Length not more than 2 ½" above knee (mandatory)

Women:

Shirts/blouses tucked in when appropriate

Skirts/dresses (**appropriate length)

Slacks

Suits

Knit shirts

Denim dresses/skirts

Coordinate Capri Pant Suits (mid-calf)

Do not lose control of yourself and in turn lose control of your class. _____

Discipline will be administered fairly and consistently.

Fire _____ will be held throughout the year. When the fire alarm is activated, students should quickly walk to the exit as directed by their teacher. Once outside the building, students should assemble in the area as directed by their teacher. Once the drill has been completed, teachers will be given a signal indicating when to return to the building. _____ will also be conducted. The administrative staff will provide instructions for this emergency procedure. _____ will be held throughout the year. When the code is given or the alarm sounds, everyone must follow the outlined procedures for whichever type of lockdown (soft or hard). In the event that school is canceled due to other inclement weather, school closure announcements will be broadcast or announced on the local radio and television stations.

All drills will be activated and logged using the Navigate Prepared app. This app can be downloaded to your mobile device or computer/tablet.

Murphey Middle School has a comprehensive developmental guidance and counseling program with many components. Our school counselors are available to provide a support system to help students experience educational success. Individual counseling, small group counseling, and classroom guidance opportunities are services provided to improve student academic performance, improve student behavior, increase students' self-awareness, mental health and improve interpersonal skills. In addition, the school counselor provides information on careers, study skills, decision-making skills, and other life skills. Through collaboration with educators, parents and community resources, our counselor assists with guiding students through their educational experience to ensure positive results.

When a student leaves the classroom to travel to any location other than his/her assigned classroom, he/she MUST have a Hall Pass. Students are NOT allowed in the hall without a Hall Pass. In the event of a medical emergency, a student may be escorted to the Clinic without a Hall Pass

School employees must exercise great caution when using technology including, but not limited to email accounts, Facebook, SnapChat, and Twitter, due to the public nature of these programs. School employees should refrain from posting any personally identifiable information about students, fellow employees, supervisors, or themselves on public sites or in chat rooms as these are public in nature and may cause liability issues for the employee, the school, or the school district.

Teachers are _____ except when it is absolutely necessary. If an emergency should arise and you have to leave your class, tell the teacher next door to check in on your class until you can return. Remember you are responsible for each student in your class, as well as timely preparation for your classes.

