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ATTENDANCE

The workday is from 8:00 a.m. until 4:00 p.m. which totals eight hours. We realize most teachers work beyond these hours, but in the environment of accountability we must adhere to the guidelines set-forth by the district.

All staff members are required to log in and out on a daily basis using the AS400 program. Teachers with 1st block classes should be in the classroom by 8:15 a.m. and at the classroom door to meet and greet students. Students will report to class at 8:20 a.m.

Teacher Absences

Good teacher attendance is vital to the smooth operation of any school. The following guidelines should be followed when a teacher must be absent from school:

- If you are absent from school for any reason, it is your responsibility to make plans ahead of time. If you know that you will be absent for personal, in-service, military, or professional leave please make the appropriate arrangements with Mr. Foreman’s office as soon as possible.

- Please call Frontline or use the APP on your smart phone as early as possible to report sick leave. You should also notify MS. HERRINGTON (ext. 3219) or MR. FOREMAN (ext. 3266) if the job has not been filled. If possible you should also notify your “buddy teacher.” and Ms. Herrington is joezetta@glynn.k12.ga.us IT IS VITAL THAT YOU CONTACT MS. HERRINGTON/MR. FOREMAN, AS WE ARE RESPONSIBLE FOR FINDING COVERAGE FOR YOU.

- Lesson plans/Daily Agenda for the day(s) of the absence(s) must be prepared and placed in the subfolder that will be provided by your department leader or left in an area that is CLEARLY marked.

- Teachers should try to schedule dental and doctor appointments outside of the school day when possible. Please remember that instructional time should be maximized! The administrative staff at Glynn Academy is more than willing to work with teachers who need to leave early or take time during planning for such appointments. However, you must secure proper coverage for your class when at all possible.

- Coaches and Club Sponsors missing a portion of the day for events should try to find replacements to cover classes. Contact Ms. or Ms. Herrington if you are unable to secure a replacement.

- The following procedures will be used for interval covering of classes in emergency situations such as a teacher being late, having to leave campus early, or no substitute available.

  1. Substitute teachers on campus will be used during planning periods.
2. An attempt will be made to combine common classes within the department.

3. A rotating list will be kept in Ms. Herrington’s office. Teachers will cover classes during planning when no substitute can be found. After the teacher covers a class, his/her name will move to the bottom of the list.

ATTENDANCE ACCOUNTING

You, as a teacher, have a legal responsibility to maintain accurate, current period by period records. It is highly important that you discharge this responsibility efficiently since this report serves as a basis for computing daily attendance figures on which state funds are distributed to our school system. You are responsible for the safekeeping of this record. Student attendance must be documented on Infinite Campus before the end of each class period. You should email the student’s primary administrator if a student misses 5 consecutive days in your class. Ms. Murray sends an absentee report at the end of each day. Please browse over the report for possible skipping infractions.

BUDDY TEACHER

All faculty members should select a “buddy teacher” at the start of the year. These teaching partners should be located in the same building/floor and should have an understanding of the course, classroom procedures and the teacher’s personal contact information. In the case of an emergency, the teaching partner will play a vital role in communicating with the substitute and with the school administration.

BULLETIN BOARDS

- Only school-related materials may be posted in school corridors.
- Any poster or advertisement which is not school related will be removed from walls.
- Classroom bulletin boards should be maintained with current, attractive, instructional displays and examples of student work.

CERTIFICATION

Please see the Glynn County Schools Certified Employee Handbook for this information.

CHILD ABUSE/NEGLECT REPORTING PROTOCOL

GA. Public School Standard
G 11.2 1a & 1b

Any employee, teacher, or administrator having cause to believe that a child under the age of
eighteen has had physical injury or injuries inflicted upon a child other than by accidental means by a parent or caretaker, or who has been neglected or exploited by a parent or caretaker, or who has been sexually assaulted, shall report observations to the school principal and/or designee.

The administrator will request that a school social worker confirm the employee's, teacher's, or administrator's belief that the child is being abused or neglected/deprived. If the school social worker confirms that the child may have been abused or is being neglected/deprived, the school social worker will make an official report to the Department of Family and Children's Services or another appropriate agency.

Steps to follow in Glynn County Schools:

1. If abuse/neglect/deprivation is suspected, it must be reported to the guidance counselor immediately. (No child should be questioned or interviewed regarding the suspected abuse.)

2. A school social worker should be notified by the guidance counselor upon receipt of the report. The initial contact should be followed by a Social Worker Referral form.

3. Reporting child abuse is mandated and all information should be kept confidential between the reporter and investigative personnel.

4. The school principal should be notified by the guidance counselor of the suspicion.

**CLASS CHANGE AND HALL SUPERVISION**

- Students should be dismissed promptly at the appropriate time and teachers should be in the hallways for supervision.
- Teachers should be in their doorways monitoring students throughout the class change.
- Teachers should meet and greet students as they check for IDs while students enter.
- Classes should resume once the tardy bell has sounded.
- The teacher nearest the stairs should monitor the stairway during each class change.
- Students who come to class before the half way point will be marked tardy by the teacher and will be admitted (please place a note in the comment section in addition to marking the student tardy).
  - Skinny Class – 20 minutes
  - Block Class – 45 minutes

**CLUB SPONSORSHIP**

Club sponsorships will be arranged on a voluntary basis or will be assigned early in the term.
All club finances must be handled through the principal’s office.

Fund Raising:

Fund- raising activities must receive prior approval of the principal.

Fund- raising activities may be conducted only during lunch periods or outside of school hours.

Sale of tickets to concerts, plays, sporting events, or other presentations for which admission is charged must be conducted before or after school hours and/or during lunch periods.

Clubs which have sales or service projects must bring income from sales to the Principal’s Office prior to payment of goods.

Club and class dues are set by sponsors, the club, and the Principal. Each student shall receive a receipt for dues paid.

School spirit items may be sold.

Reimbursement may be made to teachers (sponsors) for "out-of-pocket" expenses in transacting club business. Prior approval by the principal is necessary.

Receipts or invoices are necessary for reimbursement to be made.

Expenditures which may be questionable must receive prior approval from the Principal.

Any club sponsor who wishes to have money deposited should submit the monies to the Principal's secretary by 1:00 p.m. each day. Money should have the total amount on the envelope with account number.

Club sponsors paying for expenditures should fill out a check request at least 24 hours in advance.

COMMUNICATIONS

- Emails/Announcements/Postings ~ Consult your email at-least twice a day for announcements and other items of interest.

- Activity Calendar ~ An Activity Calendar including information about student activities is developed and monitored by the Media Specialist. The calendar is located on our school website. Activities must be cleared through the Principal's Office and placed on the activity calendar by the Media Specialist.

- Extracurricular Sponsors/Coaches ~ Coaches and sponsors are expected to report ALL game/match results to the local newspaper in a timely manner. The easiest way to contact the local newspaper is by email. In some instances, a phone call may be needed.
Coaches should also provide an updated calendar to the Media Specialist for the website. Coaches will be required to keep an updated website with results from games/matches and updated weekly announcement (during season) for parents and student athletes.

**Out-of-School Communications and Discipline Referrals**

Notices from Glynn Academy are very important in creating a positive image. Correspondences which contains errors, is poorly worded, or is illegibly written creates poor public relations. This is a matter which requires serious and constant attention. Any correspondence on official school letterhead must have the approval of the principal. School stationery is available and stamps will be provided for school related items.

**CONFIDENTIALITY OF RECORDS**

Treat all school documents (admit slips, email, student records on Infinite Campus, roll books, discipline referrals, attendance and absentee records, report cards, etc.) as confidential. At no time should these be accessible to students. Remember to “log off” your computer when you are not available to supervise.

**CURRICULUM GUIDELINES**

Georgia Standards of Excellence, [www.georgiastandards.org](http://www.georgiastandards.org), are to be used to guide instruction. State standardized tests are based on these documents. Curriculum maps and prioritization have been generated for the core content areas and should be used to prepare unit and lesson planning. Curriculum/Pacing guides are also available in all content areas on our school website. These guidelines are to be used. All too often, instructional plans have been made by starting at the beginning of the textbook and going to the end. Textbooks, however, are merely tools or resources to help teach skills and concepts outlined in the guide. To access the daily in class agenda, check the teacher’s calendar on their websites.

**DRESS**

Many times, the first opinion of Glynn Academy (for our visitors) is formed by our appearance. Professional dress should be adhered to on days students are in school. Teachers should choose carefully the clothes they wear to school and should not allow themselves to become careless in attire and grooming. Teachers are expected to set a professional example and tone for students. At the very minimum, teachers and staff should adhere to the student dress code with the following exceptions:

- **No jeans** or overalls will be allowed except during special event days which will be advertised by school administration.

- Spirit wear is allowed and encouraged (red and white, preferably with GA insignias).
• Spirit days will be on Fridays throughout the school year. Jeans are allowed on Fridays as long as the spirit wear is included with the attire.

• Appropriate shoes should be worn which do not include flip flops.

• No tight fitting clothes or leggings should be worn.

• Shorts are not appropriate dress. (Exceptions for PE and field trip type events)

• As a safety issue, fingernails should be a reasonable and appropriate length.

• Identification badges are required for all school system employees.

DUTIES

Teachers may be assigned morning duty, lunch duty, hall duty, and/or after school duty. Duty assignments are made by the Administration and/or Leadership Team. Morning and after-school duty roster/schedules will be available at the beginning of each semester and will be adjusted when necessary. These duties will be assigned in a fair and equitable manner.

Teachers are also expected to attend after school extra-curricular events when possible. Students look forward to seeing teachers at these events and, in some instances, a bond may be formed that can carry over into the classroom and may enhance learning.

Teachers may also be assigned duties for special activities after school hours. The administrative team will make every effort to keep the duty assignments to a minimum. All certified faculty members are expected to attend graduation, one assigned dance, and one assigned outside event.

DUPLICATING PROCEDURES

Glynn Academy is fortunate to have several new very efficient copiers. Any handout given to students should reflect the high quality expected by the school and the teacher. Please refrain from distributing copies that are illegible, blurred or too light. This creates a poor image of the school.

• Teachers are responsible for photocopying all materials. Teachers should also be aware of possible copyright infringement violations. If a questions arise concerning copyright violations, please consult the media specialist for clarification.

• Consider making copies in class sets instead of supplying a copy per student when possible.

• Avoid making copies for which notebook paper would suffice.

• Help avoid waste by using the cut and paste method or making use of the reduction capabilities of the copying machine.

• Teachers should make every effort to use both sides of the copy paper.
Printers should be used to make one copy. Copy machines should be used to make class sets or multiple copies.

**EATING IN SCHOOL**

Cafeteria employees are a vital part of our school. In order to show respect for our cafeteria workers, teachers should refrain from entering the kitchen area of the cafeteria except in the case of an emergency. Teachers should also confer with the cafeteria staff before walking behind the serving line.

- Students will not be allowed to purchase a teacher's lunch and deliver it to the lounge or classroom. This will preserve the privacy of teachers during the lunch and conference periods.
- Students will not be allowed to purchase soft drinks, coffee, milk or tea for teachers and deliver it to any part of the building.
- Students may not hang out in halls or other areas of the buildings during lunch.

**EQUIPMENT/SUPPLIES**

Care should be taken to ensure that equipment and supplies belonging to the Glynn County School System be appropriately secured and used, but not abused.

Teachers are responsible for proper utilization of all audio-visual equipment. Training sessions will be offered. Notify a media specialist if problems arise while using media equipment.

Notify an administrator of any loss, theft, or damage to inventoried equipment. Notify the principal's office of damage to buildings, grounds, and maintenance items.

All required equipment or teaching supplies should be coordinated through your department head.

All teaching supplies must be requested through department heads on a supply order. Please plan ahead for what you need and when you will use it. Every attempt will be made to fill your order as soon as possible.

**ESTABLISHING ROUTINES**

- A meaningful class assignment should be given on the first day of school. This will serve as a notice to the students that the term has begun and they are to work.
- An assigned seating plan is suggested. This will create the impression that the teacher has definite plans for the orderly operation of the classroom.
- Students should be aware of the teacher's expectations, e.g. how papers are to be turned in, notebook requirements, etc. This should be outlined in the course syllabus.
• Students are to be held accountable for all assignments. When they have been absent, they should arrange with the teacher a deadline for submitting work.

• Avoid allowing students to pack up before the class period ends. Do not permit students to stand at the doorway waiting for the period to end. The teacher should always dismiss the class, and all allotted instructional time should be utilized for instruction.

• The practice of allowing students to begin their homework assignment during class significantly reduces the likelihood that the student will practice at home. Every effort should be made to use the entire block of time for teacher/student centered instruction.

**EMERGENCY DRILLS**

Teachers are to explain emergency drill procedures on the first week of school. Also, during the first week of school, necessary time should be taken in each class to go over rules, escape routes, and special procedures. These drills are very important and teachers and students should act accordingly. Each classroom should have a copy of the exit routes for fire and tornado posted near the exit doorway. Students are required to know the routes from each room in which they have classes, and the area they are to assemble upon leaving the classroom.

Normally, one emergency drill will be conducted monthly. All emergency drill instructions and procedures can be found on the GA Staff Drive under “Emergency Procedures”.

   Lock Down Instructions
   Please refer to the Glynn County School System Emergency Rapid Response Options Quick Guide

**EXCUSING STUDENTS FROM CLASS**

When a student is dismissed from class for any reason, he/she must have a hall pass. If a student is permitted to leave the room, the teacher must be aware of the time of leaving/returning. No student should be allowed to interrupt or disrupt another class. Administrative offices and the school nurse will use appropriate paper hall passes as needed. Students should not be counted absent or tardy if they return to class with a pass from an administrator, teacher, secretary, SRO, or school nurse.

**EXTRACURRICULAR ACTIVITIES**

Prior approval is needed to schedule student activities, events, and programs.

1. In order to avoid group and/or personal commitments, facility scheduling conflicts, or conflicts with previously scheduled school events, it is essential that school activities be scheduled as far in advance as possible. Staff members are requested to submit a school-year schedule of known or projected events in which they are involved. This schedule should include, but not be limited to: school/club dances, field trips, banquets, fairs, fund-
raisers, garage sales, ad sales, clubs' special events, choir/band concerts, Special Olympics, Honors Night, pageants, band events, yearbook activities, regular school club meeting dates, booster clubs, PTSA, etc. All activities should be listed on our school website calendar.

2. Once an activity has been firmly planned, each sponsor or director is required to furnish the principal's office with a request for scheduling of that activity. The request for each activity must be submitted at least ten days prior to the activity.

Transportation of Students for Extracurricular Activities

1. Any time our students are transported by bus for an activity sponsored by the school, a faculty member is required to accompany the students on the bus. The sponsor is responsible to the principal for the conduct of the students while traveling as well as while participating in the function. Reports of misconduct should be given to the principal immediately on return.

2. Students that travel by bus for any school-sponsored function must go and come by bus. There are no exceptions unless the parent or guardian contacts the sponsor and requests on the appropriate form that the student return with the parent.

Student Dances/Social Activities

Attendance at dances and social functions is restricted to GA students only unless a date has been registered in advance and approved by the principal. Provocative dancing will not be allowed. Chaperones should monitor the students, give warnings, and then escort them from the building. The band/DJ must be approved by the appropriate administrator and will be paid by check only. Appropriate dress will be established by the sponsor/administration prior to each dance. Written contracts are required for all bands or DJs.

Payment of School Employees

Any payment made to a school system employee for services rendered must go through the Glynn County School System payroll department.

FEES

All basic instructional materials required to complete each course of study funded for credit under QBE are provided. Students are expected to supply materials basic to all courses such as paper, pencils, and pens. (No specific types or brands of material are required.) Special safety equipment or clothing for any basic course shall be provided by the school.

FIELD TRIPS

All field trips must be approved by the Principal's office. Field trips that can be taken outside of
the school day are encouraged. Plans for field trips should be formulated well in advance. All necessary arrangements should be cleared through the principal's office. The school policy requires a signed permission slip from the parent of each child making the trip. These permission slips must be kept on file for the remainder of the year in the field trip sponsors classroom. Field trips outside of our district require the approval of the superintendent.

The teacher has the following responsibilities when field trips are taken:

- Plan the field trip as an extension of a specific classroom study.
- Ensure permission forms are signed by both the parent and the student PRIOR to the trip.
- Complete the official Glynn County form (available in the principal's office) written for field trips in order that it may be approved three weeks prior to the date of the trip.
- Notify teaching staff of the students involved at least five (5) days in advance of the trip.
- Provide appropriate supervision for students, including the provision of additional chaperones as the number of students dictates. Note that chaperones accompanying students overnight must complete a background check through the GCSS.
- Account for all students at all times to be sure that no student is left behind at any stop.

FINAL EXAMS

All classes will have a written final exam or EOC at the end of each semester. There will be no exam exemptions. No field trip or SSA event should be scheduled during exams. If conflicts arise, see the Principal. Students are not to be excused from the room during the exam period.

GUEST SPEAKERS/RESOURCE PEOPLE VISITING THE CLASSROOM

Glynn County has many resources available, especially human resources. Please make every effort to invite community members into your classrooms when applicable. This will enhance your teaching and enrich student learning. All guest speakers must be approved by the principal before they are scheduled. Please notify the Principal's office on the morning that a speaker is expected so that the receptionist can greet your speaker and direct him/her to your room.

Many in our community are very willing to help us at GA either as resource persons, contact persons or in many other ways. Please have students write a thank you note to the speaker for coming to our school.

PROCEDURES TO IMPLEMENT HARASSMENT COMPLAINTS POLICY

1. The principal is primarily responsible for the reporting and investigation of all complaints occurring at the school. Assistant principals and other resource personnel such as social workers, counselors, psychologists may be involved as deemed appropriate to assist in
the handling of any specific complaint or investigation.

2. In any situation in which an employee is accused or suspected of harassing a student or another employee, the principal shall report the incident to the appropriate system coordinator. The system coordinator or other designee of the superintendent shall investigate, together with the principal, these complaints. In any situation in which a student is accused or suspected of harassing another student or an employee, the principal shall be primarily responsible for the investigation and shall report to the appropriate system coordinator or designee of the superintendent as outlined below.

3. In each case, the investigation will include as detailed an interview with the complainant or suspected victim as is possible under all the circumstances; as detailed an interview of the alleged harasser as is possible under all the circumstances; interviews of sufficient witnesses to satisfy the investigator that the facts have been fully explored and to determine factually what happened; a determination as to whether inappropriate harassment occurred and the appropriate steps, if any, to punish the harasser and protect the victim from continued harassment; and the preparation of an appropriate report in the appropriate format to deal with the issue.

4. The investigation will begin as quickly as possible to determine what happened and what steps should be taken. In most circumstances, an investigation should be completed within two days. The results of the investigation should be reported as required under the policy within one week of the completion of the investigation. In unique circumstances where it is not possible to meet these time frames, the documentation should include an explanation as to why additional time was needed.

5. In cases to be investigated solely by the principal, written documentation shall be provided to the system coordinator or designee of the superintendent setting forth the principal's determination as to what happened, any discipline to be imposed, or any other corrective action to be taken for the protection of the victim. This documentation may be in the form of student discipline slip or may be more involved, as appropriate under the particular circumstances of the complaint and investigation.

6. All appropriate parties, including the victim and the alleged harasser, shall be notified of the results of the investigation and of the action taken. Notices may either be given verbally or in writing, depending upon the circumstances.

7. Recommendations regarding changes to be made in this process or in the policy it implements should be made to the superintendent as the policy and procedures are constantly being assessed and reviewed.

INFORMATION (For Teachers)

Information will be disseminated to teachers in the following ways.

- Faculty/Planning Meetings
- Department Meetings
- School Newsletter – (every Monday via email)
• Email
• School Website – (“Staff” – items that may be seen by all stakeholders)
• Staff P Drive – (Items that are only for GA Staff Members to view)

**INSERVICE LEAVE**

In-service leave is granted to attend some professional meetings, conferences, workshops, etc. Requests must be made at least seven days prior to the leave using the Request for In-Service Leave form found in the attendance office or the assistant principal’s office.

**INSTRUCTIONAL SUPERVISION**

Glynn Academy exists for its students. It is the teacher’s responsibility to make maximum use of instructional time.

- No teacher has the authority to declare a study hall for students during any class period or testing period. Teachers should always plan work to be done with students concerning the subjects being taught.

- Classroom supervision is better maintained if teachers move around the room. Use of a variety of instructional aides will appeal to different learning styles.

**INTERNET USE**

It is the belief of the School System that the use of telecommunications, including the Internet, in instructional programs is an educational strategy that facilitates communication, innovation, resource sharing, and access to information. Use of the Internet must be in support of education and research and consistent with the educational mission, goals, and objectives of the school system.

**INVENTORY**

Furniture should not be moved from its location (room to room), out of the library, cafeteria, etc. without notification and approval from the administrator in charge or inventory. We have an inventory of each room that must be maintained. When asked to inventory your rooms using the computer printout, please check the items carefully. Document any discrepancies.

**JURY DUTY**

If an employee is called for jury duty he/she may either use personal leave (up to 3 days) and keep the reimbursement for jury duty or turn in the check for jury duty to the accounting office upon receipt.

**KEYS**

 Teachers are responsible for all keys issued to them. Keys are not to be given to students for any
reason and are not to be duplicated without permission. An extra copy of each key will be kept in the assistant principal’s office. If you are NOT returning to Glynn Academy ALL keys must be returned to the assistant principal’s office at the end of the school year.

LEAVING CAMPUS DURING SCHOOL HOURS

When teachers are not teaching classes, their time should be spent in a constructive manner. Teachers should be planning, holding parent conferences, keeping records up to date, etc. Teachers are expected to remain on campus until the end of the school day. The school administration understands that from time to time a teacher may need to leave campus. If a teacher needs to leave campus during the school day, the teacher should email the principal or their primary evaluator to inform them of the need to leave and sign out using AS400.

LEAVING STUDENTS UNATTENDED

It is against school policy for teachers to leave students unattended. If an emergency should arise, notify a neighboring teacher and an administrative office so that someone can supervise your students. Students must not be left alone.

LESSON PLANS / DAILY AGENDA

Lesson plans should be formatted using the Gradual Release of Responsibility Instructional Model (GRRIM). Lesson plan forms are posted on the school website. Teachers are responsible for keeping appropriate lesson plans.

- Lesson plans should reflect, in writing, accommodations made for the following:
  1) Curriculum differentiations for achievement levels
  2) Special learning problems for students with disabilities.

A daily agenda is to be posted on the teacher website calendar. ALL teachers are expected to POST a Daily Agenda using the provided GRRIM Template on their website. Teachers should also list assignments for the day. A link should be provided for all handouts that are distributed in class. This is non-negotiable! If the assignment comes from a book or workbook that all students have or is a test/quiz then the assignment does not have to be linked and can simply be posted on the agenda.

LESSON PLANS FOR SUBSTITUTES

When you are absent from school, specific lesson plans for the day must be placed on the teacher desk or handed to the substitute teacher by 8:00 a.m. on the day of the absence. The daily agenda should also be posted on the teacher website for the day of absence.

A separate set of emergency lesson plans should be saved on the “Staff P” drive in the folder labeled “Emergency Lesson Plans”. The plans should be updated frequently and will include:
A. Class rosters  
B. Seating charts  
C. Instructions for handling records  
D. Schedule of duties  
E. Instructions about general classroom rules  
F. Class schedule  
G. Specific plans for carrying on meaningful lessons with appropriate resources/materials including handouts, books, etc.

ALL teachers should have readily available a sub plan with no less than three full days of relevant classroom assignments.

Your sub plan should also contain a substitute notebook with specific procedural information.

MAIL

Mail pertaining to school may be placed in school envelopes and postage will be paid by the school; however, this mail must be left with the attendance secretary. Do not send personal mail in school envelopes. The principal must approve any mass mailings.

In the mailroom(s) each teacher has a mailbox which should be checked in the morning when arriving and in the afternoon before leaving.

Only students authorized by an administrative office are allowed in the mailroom.

MEETINGS

All teachers are expected to attend scheduled meetings unless they are prohibited from doing so by some cause beyond their control. Promptness is essential to the success of all meetings. Please notify an administrator if you are unable to attend a scheduled meeting.

Monthly calendars will be prepared in a timely manner. Please plan appointments and other responsibilities for times which do not interfere with those on the monthly calendar. Regular meeting dates are listed below.

Teacher Meetings:

- Mondays/Tuesdays/Fridays
  - Parent Conferences scheduled during planning.
  - IEP Meetings/504 Meetings/SST
  - Professional Learning Communities
• Wednesdays
  o School-wide Professional Learning (All other appointments must be approved by administration)
    ▪ Teachers will be notified in advance via email of the meeting date and time.
• Thursdays
  o Administrative Meetings (as needed)

PARKING (STAFF)
As a result of much needed renovations to the Glynn Academy campus, teacher parking may be moved around for the next few years. As school employees, we must set an example for the general public. Please do not park on grassy areas that are designed for scenery or foot traffic. If we park on grassy areas and other areas that are not designated for parking, then the general public will follow suit. Please assist the administrative staff with our parking issues. All staff members should obtain a parking pass from ADMIN prior to the start of the school year.

The following areas will be designated as staff parking during the school year:
• Assigned parking behind the Prep Building (first come first serve).
• Behind the Gymnasium
• Board Office
• Mansfield Street on the Gymnasium end of the street - Once the gates are closed, cars will not be allowed to leave the campus. If there is an emergency and you must leave, someone will need to notify campus monitors so that the gates are opened.

PERFORMANCE EVALUATIONS
We will continue to use the (TKES) and (LKES) evaluation tools for classroom teachers and school administrators. Teachers are encouraged to upload information and artifacts. This year, each teacher will also include a professional learning goal. All other school employees will be evaluated using the documents on Eduphoria.

Administrator Evaluation Assignments:
Blackstone – Math, Math Collab, Counselors, Media, Registrar, Administration, Secretary
Smith – ELA, ELA Collab,

Foreman – Social Studies, SS Collab, Secretary, Foreign Language

Parker – CTAE, PE, ROTC, Fine Arts, Secretary, Special Education ACCESS, Paraprofessionals, ISS

TBA – Science, Science Collab, Secretary,

**PERSONAL LEAVE**

Please see the Glynn County Schools Certified Employee Handbook for this information.

**REPORTING PUPIL PROGRESS**

The following is the grade system for Glynn County Schools and should be adhered to when assigning grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100-90 Superior achievement for grade level</td>
</tr>
<tr>
<td>B</td>
<td>89-80 Above average achievement for grade level</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79 Average/Minimum achievement for grade level</td>
</tr>
<tr>
<td>F</td>
<td>Below 70 Failure</td>
</tr>
</tbody>
</table>

- All daily work and tests should be given back to students within a two day period if they are going to serve an instructional purpose. Long-term assignments such as term papers, book reports, or essays may take longer to grade, but should be given back to students in a reasonable period of time.

- Students should be given in writing at the beginning of the semester all the requirements of the course, including the basis on which grades will eventually be assigned, procedures for making up work when absent, the behavioral expectations in the classroom, and the weight each activity will have the student's final grade. These documents should also be posted on the teacher website.

- ANY TIME it becomes evident that a student is in danger of failing, teachers should contact the parent.

- Parents may request a student progress report at any time during the semester. Teachers are asked to be prompt in returning this report to the parent, counselor or administrator.

- Each grade should be supported by sufficient evidence. Sufficient notice of failing grades must be given to the parent.
• Each teacher is required to have at least one parent contact per student per semester (more if the student is having difficulties).

• Teachers should at a minimum enter one grade per week into Infinite Campus.

**SCHEDULES**

We will operate on a “BLOCK 90” schedule. Each block will have 90 minutes. Students will have 5 minutes to change classes. Bells will sound at the beginning and end of each class. All bell schedules can be found on our school website under “Staff/Bell Schedule”.

• Homeroom – homeroom schedules are located on the website. We will meet in homeroom the first two days of school and each Monday afterwards. The bells will be adjusted to sound at the correct times on homeroom days.

• Assembly schedule – in the past we have had a morning and afternoon assembly schedule. Since we will have more homeroom days this year, we will reduce the time of 1st and 2nd block classes. We will also try to hold most assemblies during 4th block. Instead of posting a set assembly schedule, we will try to rotate between assembly times during 1st and 2nd skinny of 4th block. The schedule will not change as students will just not attend one of the skinnies or miss half of a block for the assigned assembly. Teachers will be notified in advance for assembly times.

**SICK LEAVE**

Please see the Glynn County Schools Certified Employee Handbook for this information.

**STUDENT BEHAVIOR**

Minor acts of misbehavior should be initially handled by the classroom teacher. A parent contact is expected as a minimum requirement before referring a student on a discipline referral for minor acts of misbehavior. The teacher may choose to assign classroom detention (before school, after school, or during lunch), or other disciplinary consequences for initial behaviors. Once the teacher has exhausted strategies to correct the misbehavior, a disciplinary referral should be submitted to the appropriate administrator. The initial referral should document the teacher’s attempts to correct the misbehavior as well as parent contacts.

It is imperative that everyone is consistent when dealing with Glynn Academy students’ expectations and behavior infractions. We must be consistent when enforcing all rules. E.g. It makes it very difficult for your co-workers when you allow students to enter class out of dress code and/or without their ID. When the student is expected to obtain an ID later in the school day, he/she becomes resentful and will often act out as a result. It is also often difficult to
explain to a parent that it is necessary to assign a consequence (after a student consistently breaks the rules) when the expectation is not consistent in all classes.

It is everyone’s duty to enforce the dress code policy, cell phone policy, tardy policy and all other Glynn County School Board Policies.

Other Behaviors:

**Student Tardy:** Teachers should document each student tardy into Infinite Campus. A comment should be noted in the comment section. **The teacher should mark the student tardy if less than 45 minutes late BLK/20 minutes late Skinny and absent if more than 45 minutes late BLK/20 minutes Skinny without a note from a staff member.**

**Teachers will mark ALL tardies. Secretaries will provide notes. However, the tardy should be submitted by the teacher.**

**See student handbook for consequences.**

Students have five minutes to change classes. A warning bell will sound one minute prior to the tardy bell. A student is tardy to class if they are not in the classroom when the tardy bell rings. Teachers will enter the tardy into Infinite Campus and enter the time that the student entered class. Five tardies will result in an official discipline referral.

A student that is late to school must check in with Mrs. Murray in the Attendance Office.

**Dress Code Violation:** Teachers should review the student dress code as outlined in the student handbook. **Students should not be allowed to enter the classroom if not following the dress code.** Students should be sent to the appropriate administrator for each dress code violation. Teachers should contact the assistant principal’s office before sending the student.

**Student Identification:** Students must have proper student identification, visible and on the appropriate lanyard before entering the classroom. First block teachers should make sure that students without an ID receive a Temporary ID before leaving their class.

**Skipping Class:**

Teachers should periodically check the school attendance report for absent students who have attended other classes. If a teacher suspects that a student has skipped a class, the teacher should check with the attendance clerk and then complete an official disciplinary referral for skipping.

**Electronic Devices:**

Students are not permitted to use electronic devices during instructional time inside school buildings. Devices that are found to be “powered on” should be confiscated by the teacher and taken to the appropriate administrator. A referral should be entered by the teacher. Because we are working with 21st century high school students, Glynn Academy teachers do have the autonomy to allow students to use personal electronic devices for instructional purposes. This
practice should be handled on an individual teacher basis.

Behavior which interrupts the learning environment in such a way that the teacher is unable to instruct: The teacher should call for an administrator to have the student removed. Once the student is removed, the teacher should immediately email the administrator or complete an official disciplinary referral documenting the events leading up to the removal of the student. Teachers should not leave the class unattended. If a student is removed from a class, the student will not return to the class for at least the remainder of that class period. If you cannot reach the appropriate office, call 3200. SROs should NOT be contacted unless it’s a 911 emergency.

Communication of Discipline Referrals:

Before a teacher submits an official disciplinary referral, the discipline flow chart should be used as a reference for the process (i.e. Parent contact). Once the steps of the discipline flow chart have been adhered to, the teacher should submit an official disciplinary referral. When a teacher refers a student to the office on an official disciplinary referral, administrators will handle the problem in a timely manner. If for some reason a teacher has not received notice from an administrator in a timely manner, the teacher should contact the administrator to inquire about the outcome.

Disciplinary referrals should be sent to the following administrators.

Parker - 2019 Cohort/Seniors
Parker - 2020 Cohort/Juniors
Foreman - 2021 Cohort/Sophomore
TBA - 2022 Cohort/Freshman

*Administrators will also handle their tardies.

STUDENT REPORTING ACTS OF SEXUAL MISCONDUCT OR ABUSE BY AN EMPLOYEE (From the Georgia Professional Standards Commission)

(a) Any student (or parent or friend of a student) who has been the victim of an act of sexual abuse or sexual misconduct by a teacher, administrator or other school system employee is urged to make an oral report of the act to any teacher, counselor or administrator at his/her school.

(b) Any teacher, counselor or administrator receiving a report of sexual abuse or sexual misconduct of a student by a teacher, administrator or other employee shall make an oral report of the incident immediately by telephone or otherwise to the school principal or principal’s designee, and shall submit a written report of the incident to the school principal or principal’s designee within 24 hours. If the principal is the person accused of the sexual abuse or sexual misconduct, the oral and written reports should be made to the superintendent or the superintendent’s designee.
(c) Any school principal or principal’s designee receiving a report of sexual abuse as defined in O.C.G.A. 19-7-5 shall make an oral report immediately, but in no case later than 24 hours from the time there is reasonable cause to believe a child has been abused. The report should be made by telephone and followed by a written report in writing, if requested, to a child welfare agency providing protective services, as designated by the Department of Human Resources, or, in the absence of such agency, to an appropriate police authority or district attorney.

Reports of acts of sexual misconduct against a student by a teacher, administrator or other employee not covered by O.C.G.A. 19-7-5 or 20-2-1184 shall be investigated immediately by school or system personnel. If the investigation of the allegation of sexual misconduct indicates a reasonable cause to believe that the report of sexual misconduct is valid, the school principal or principal’s designee shall make an immediate written report to the superintendent and the Professional Standards Commission Ethics Division.

- "Sexual abuse" means a person's employing, using, persuading, inducing, enticing, or coercing any minor who is not that person's spouse to engage in any sexual act as defined in O.C.G.A. 19-7-5.

- “Sexual misconduct” includes behavior by an educator that is directed at a student and intended to sexually arouse or titillate the educator or the child. Educator sexual misconduct by an educator may include, but is not limited to, the following behavior:
  - Made sexual comments, jokes, or gestures.
  - Showed or displayed sexual pictures, photographs, illustrations, or messages.
  - Wrote sexual messages/graffiti on notes or the internet.
  - Spread sexual rumors (i.e. said a student was gay or a lesbian).
  - Spied on students as they dressed, showered or used the restroom at school.
  - Flashed or “mooned” students.
  - Touched, excessively hugged, or grabbed students in a sexual way.
  - Forced a student to kiss him/her or do something else of a sexual nature.
  - Talked or asked about a student’s developing body, sexuality, dating habits, etc.
  - Talked repeatedly about sexual activities or sexual fantasies.
  - Made fun of your body parts.
  - Called students sexual names.

**SUBSTITUTE TEACHERS**

See “Lesson Plans for Substitutes”.

**TELEPHONES**

The use of school telephone during instructional time shall be confined strictly to school
business. Long distance calls must be explained by principals on the monthly telephone bill. The school principal is responsible for all calls made on the school phone. No personal long distance calls shall be charged to the school phone.

Students may not make or receive telephone calls during instructional time, except in the event of emergency situations. This guideline protects instructional time.

Should it be necessary to notify a parent/guardian of a student’s illness, the teacher may call the parent and should send a note to the office about the situation. In case of emergency, the principal or designee must be notified and the call should be made to the parent by the administrator or designee. Students who must wait on parents to check them out should wait in the classroom if possible.

Transportation and emergency messages for students will be taken during the day and given to students before the end of the day.

Teacher cell phones should not be used during instructional time unless an emergency warrants the use.

**VIDEOS**

Videos owned by the school may be shown without consent from the principal. For all videos not owned by the school teachers should complete the video form found on the webpage prior to showing the video. Teachers should always post the title on the website daily agenda when showing a video.

**VISITORS**

- Visitors who come to see a particular teacher must have a visitor’s pass from the attendance office. Please notify the attendance secretary when you are expecting a guest speaker so that this person can be made to feel welcome on our campus and can be directed to your room.

- Visitors must wear or have the visitor’s pass with them at all times while on school property.

- No student is allowed to bring visitors to school or to invite visitors to campus during the school day without prior approval from the principal.

- Teachers are NOT to have personal guest (i.e. former students) without prior approval from the principal.

**WEBPAGE (TEACHERS)**

Glynn Academy Teacher Webpage Norms
The front (Home) page must include links to the following:

- Teacher credentials and contact information (Email and Phone)
- Pacing Guide where applicable
- Course Syllabus for each class – course syllabus should include classroom rules, procedures and expectations, grading procedures, make-up work procedures and expectations, and estimated major assignment dates
- Calendar – calendar should include daily agendas for each class and a description and/or link to the assignment.
- Critical links for improved instruction

Do not include:
- Personal information (family, religion, personal phone numbers, pictures, or activities)
- Facebook or non-educational social networking links

OTHER SYSTEM POLICIES

The Glynn County School System’s website has a local policy search index. Further information concerning system policies can be accessed by visiting the system site.

CODE OF ETHICS FOR EDUCATORS IN GEORGIA

Please see the Glynn County Schools Certified Employee Handbook for this information.

HANDLING OF MONEY/CHECKS

- Turn in cash received from a student for any reason to Ms. Worth within 24 hours of receiving.
- Turn in checks received from a student for any reason to Ms. Worth within a week of receiving.