

Morgan County High School

A Georgia College and Career Academy



BETTER TOGETHER

Faculty Handbook 2020-2021

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Mission and Vision

Our mission is to ensure that all students will be successful in their learning and personal development through a system characterized by extensive community and parental involvement, quality resources, an exemplary staff, a safe and caring environment, and a challenging, personalized educational program encompassing advanced technology.

School Calendar



Morgan County Charter School System *Revised* Calendar

2020-2021

July 2020						
S	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2020						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8*	9*	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
S	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2021						
S	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2021						
S	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Important Dates: (Calendar is subject to change based on the spread level of COVID-19)

Start Date August 6 th	Thanksgiving November 23 rd - 27 th	MLK Jr. Holiday January 18 th	Last Day May 21 st
Fall Break October 5 th - 9 th	Winter Holiday December 21 st - Jan. 1 st	Make-up Days* March 8 and 9	
Digital Learning Days Aug 31, Sept 28, Oct 26, March 5	Staff PL Days Jan 4 and Feb 15	Spring Break April 5 th - 9 th	Approved July 7, 2020
Students Return January 5 th			

*May become Digital Learning Days to make-up school days lost to inclement weather or school closures as needed.

Start Date: August 6

Fall Break: October 5-9

Thanksgiving: November 23-27

Winter Holidays: December 21 – January 1

Students Return: January 5

March Scheduled Make-Up Days: March 8 & 9

Spring Break: April 5-9

Last day for Students: May 21

Professional/Digital Learning Days: (No Students) Aug. 31, Sept. 28, Oct. 26, March 5

Bell Schedule

Morgan County High School Daily Bell Schedule

Monday

1st period	8:00 - 9:30
2nd period	9:35 - 11:05
3rd period	11:10 - 1:05 Lunch A: 11:10 - 11:35 Lunch B: 11:40 - 12:05 Lunch C: 12:10 - 12:35 Lunch D: 12:40 - 1:05
RAMP 4th	1:10 - 1:40
4th period	1:40 - 3:10

Tuesday

1st period	8:00 - 9:30
2nd period	9:35 - 11:05
3rd period	11:10 - 1:05 Lunch A: 11:10 - 11:35 Lunch B: 11:40 - 12:05 Lunch C: 12:10 - 12:35 Lunch D: 12:40 - 1:05
RAMP 3rd	1:05 - 1:35
4th period	1:40 - 3:10

Wednesday

1st period	8:00 - 9:30
2nd period	9:35 - 11:05
Advisory	11:10 - 11:35
3rd period	11:40 - 1:35 Lunch A: 11:40 - 12:05 Lunch B: 12:10 - 12:35 Lunch C: 12:40 - 1:05 Lunch D: 1:10 - 1:35
4th period	1:40 - 3:10

Thursday

1st period	8:00 - 9:30
2nd period	9:35 - 11:05
RAMP 2nd	11:05 - 11:35
3rd period	11:40 - 1:35 Lunch A: 11:40 - 12:05 Lunch B: 12:10 - 12:35 Lunch C: 12:40 - 1:05 Lunch D: 1:10 - 1:35
4th period	1:40 - 3:10

Friday

1st period	8:00 - 9:30
RAMP 1st	9:30 - 10:00
2nd period	10:05 - 11:35
3rd period	11:40 - 1:35 Lunch A: 11:40 - 12:05 Lunch B: 12:10 - 12:35 Lunch C: 12:40 - 1:05 Lunch D: 1:10 - 1:35
4th period	1:40 - 3:10

Pep Rally/Assembly

1st period	8:00 - 9:25
2nd period	9:30 - 10:55
3rd period	11:00 - 12:55 Lunch A: 11:00 - 11:25 Lunch B: 11:30 - 11:55 Lunch C: 12:00 - 12:25 Lunch D: 12:30 - 12:55
4th period	1:00 - 2:25
Assembly	2:30 - 3:10

Grades

Learning can only occur with feedback. It is an expectation that faculty members will continually, promptly, and on a regular basis enter grades into Infinite Campus so that students and parents can accurately monitor progress, grades and assignments. Grades should reflect and be a representation of the students' ongoing progress during each grading period. Teachers are expected to provide a balance of ongoing formative and summative assessments. *Student learning and grades should not be impacted by the teacher to whom the student is assigned. Teachers who teach the same subjects should work together for some mutually agreed upon commonality in grading and assessment practices.*

Grades will be posted at the 6, 12, and 18 week intervals; note that end of 6-weeks grading period and posting dates are different. This allows teachers time to assess and calculate grades before posting on IC. Holidays, other breaks, and advisory dates were considered in determining posting dates. Advisors will have access to advisees' grades for 6- and 12-weeks both semesters the week following the grading end periods.

First Semester

September 22

November 3

January 4

Second Semester

February 23

April 13

May 25

GRADING

A uniform grading system shall be used by all primary, elementary, middle, and high school teachers. Reports of student progress shall be made available to parents/guardians of all children enrolled. These reports of student progress are available on an ongoing basis in Parent Portal via Infinite Campus. Teachers will encourage parents to view students' progress on IC and make contacts if there are questions or concerns.

The Morgan County Board of Education establishes 70 as the minimum passing score for all subjects taught in grades 3 – 12. Conduct and work ethic should be separate from the standards based grading. The following relationship of letter grades to numerical grades shall be in effect:

A = 90-100 B = 80-89 C = 70-79 F = below 70 (grades 6-12)

GRADING NON-NEGOTIABLES

It is an expectation that faculty members will continually, promptly, and on a regular basis enter grades into Infinite Campus so that students and parents can accurately monitor progress, grades and assignments. Grades should reflect and be a representation of a student's level of mastery of Standard(s) and ongoing progress during each grading period. Teachers are expected to provide a balance of ongoing formative and summative assessments.

WORK DAY - 7:45 - 3:45

Teachers and auxiliary staff will ordinarily be expected to report to work at 7:45 a.m. each day and stay until 3:45 p.m., except when there are extenuating circumstances that are worked out with each building principal. Teachers will be expected to attend all appropriate meetings after these hours. Eight (8) hours is considered the normal working day for teachers and auxiliary staff personnel. It is expected that all teachers will devote at least that amount on each school day in classroom work, planning, evaluating, and other activities appropriate to the work of teachers.

ATTENDANCE

In order for the school system to achieve its desired goals, good attendance and punctuality are necessary. Regular and prompt attendance is expected and required of all our employees. When being absent from work or late to work is unavoidable, the employee must notify his/her supervisor at least one day in advance whenever possible. In case of an emergency or any circumstance when it is not possible to give advance notice, employees must personally call the supervisor or designee **before** time to report to work. All absences due to sickness, personal leave, vacation (if applicable) or professional leave must be documented in the system's attendance manager platform.

Employee Attendance - We need you HERE! See Susan Segrest.

For planned absences, fill out a leave form and turn it in to Susan for Dr. Edwards' approval and signature. After it has been approved, Susan will enter your absence. Always turn in your forms as early as possible and check with Susan a day or two in advance of your absence to verify that you are covered - it is your responsibility to make sure your classes are covered. **Do not assume because you have turned in your form that you have a sub.** If you must be absent unexpectedly, be sure to call Susan Segrest as soon as you realize you will be absent and speak to Susan or one of the Administrators; do not leave voicemail messages. If you text, do not assume your message has been seen unless you get an immediate response. It is your responsibility to make sure your classes are covered before students enter your classroom.

BEREAVEMENT LEAVE

An employee may be absent for a maximum of three (3) days for death of a member of the immediate family or other relatives living in the household. Those three (3) days will be subtracted from sick leave, not personal.

PERSONAL LEAVE

During any school year, employees may use a portion (up to 3 days) of their accumulated sick leave for the purpose of absenting themselves from their duties for personal or professional reasons. Prior approval of the absence shall be given by the principal when not in conflict with Board Policy. Personal leave is intended to be used to conduct such business as cannot be conducted after school hours or on weekends, and is not intended as vacation time. Personal leave will not be permitted on teachers' work days or on days before or after holidays except in unusual circumstances. Leave on those days can only be approved by the Superintendent. Requests will be scrutinized carefully. Personal leave will be charged to the teacher's accumulated sick leave.

PROFESSIONAL LEAVE

Limited professional leave may be granted from time to time to enable faculty members to attend conferences, workshops and conventions specifically related to their work. Requests for professional leave must be submitted to the principal or supervisor at least ten (10) school days prior to the anticipated leave and must be approved by the Superintendent or authorized representative through the Eduphoria workflow.

SICK LEAVE

Benefit eligible employees earn sick leave at the rate of 1.25 days per month actually worked. Sick leave may be used for personal illness or for illness of members of the immediate family. Medical proof may be required for any sick leave request, and WILL BE required in any case of suspected abuse of sick leave. *Save these days! You may need them later and they can certainly help with retirement.*

STAFF RESPONSIBILITIES and EXPECTATIONS

All personnel assigned to a school are responsible for the following as directed by the principal:

- a. Performing all school duties faithfully, professionally, and to the best of their ability; *(be great!)*
- b. Fulfilling designated individual responsibilities; *(be professional; do your job!)*
- c. Working cooperatively with all system personnel; *(be nice; don't gossip, create, or continue drama)*
- d. Working at designated tasks at an assigned place during the school day; *(be where you are supposed to be when you are supposed to be there)*
- e. Working with extra school activities as assigned by the principal.

STUDENT SUPERVISION

Every teacher is expected not only to supervise pupils while in the classroom, but to assist in the general supervision of pupils during the school day, during the lunch hour, and before and after school. **Teachers should not leave students in the classroom or other places in the building unsupervised.** This means during regular school hours, before school begins in the morning, or after school has been dismissed for the day.

ATTENDANCE REPORTING

Correct attendance reporting of students is vital. Teachers should take and accurately report attendance every period, every day, within the first 10 minutes of class.

Cafeteria

Adult meal prices are \$3.00. Please deposit money into your account and draw from it rather than charging. All employees are encouraged to eat lunch in the school cafeteria. School employees are allowed to charge lunches, but these charges must be paid off by the first day of each month in order to charge again for the next month. Each cafeteria manager has access to the amount each employee has charged and will let the school employee know the amount he/she owes when asked. **Employees will not be able to charge additional meals until accrued charges are paid off.** Employees will be able to pay for meals with cash until their overdue charges are paid in full. Any outstanding charges remaining after the school year ends will be deducted from the employee's June paycheck.

Academic Supports at MCHS

RAMP

Reading, Acceleration, Make Up, PBL

Expectations and Procedures:

Moving into a new block and bell schedule will allow our students to have larger blocks of class time each semester. However, as we move into this new schedule, there will be changes that could impact some initiatives that have been valuable to our students. Two of these initiatives were Sustained Silent Reading (SSR) and Bulldog BOOST. SSR was designed to support and promote literacy and there has been growth in our school's literacy rates! Bulldog BOOST allowed students to receive assistance from teachers and to take care of academic needs outside of the regular class time. Taking the benefit of these two initiatives into account, the HPPLC/Leadership Team decided that the new schedule should continue to provide time during the school day for students and teachers to provide support for students. For that reason, RAMP time was built into the new bell schedule.

Monday - 4th period RAMP - 1:10-1:40

Tuesday - 3rd period RAMP - 1:05-1:35

Thursday - 2nd period RAMP - 11:05-11:35

Friday - 1st period RAMP - 9:30-10:00

RAMP is to be used for one of four areas - Reading, Acceleration, Make Up, or PBL

Reading - Sustained Silent Reading (not on cell phones!)

Acceleration - Studying, academic work, exploring an area of student's personal interest

Make Up - work and assessments missed due to absences or not meeting standards

PBL - a structured time for students to collaborate on Project Based Learning

RAMP will only be valued and used by students if it is conducted consistently throughout our building by every teacher. It is not free time. Students must be held accountable for their activities during RAMP time or it will become easy to not use it wisely. As a teacher, you will be responsible for managing a classroom of students who all may need to be doing something different during this time. In order to help you keep your students accountable and to manage their time, we took a page from some of our special education teachers' system that is used for study skills and adapted it to RAMP. It puts the accountability of self reporting on the students while providing the adults with an "at a glance" way to monitor.

In every classroom throughout the building, at the tone that signals RAMP is beginning, teachers and students will shift to RAMP activities and a Google Sheet called the RAMP Report (?) will be pulled up by the teacher and displayed on the Smart Board or Touch Panel. This Google Sheet has been created and will be shared with each student in the class. Students will be responsible for entering

their RAMP activity in the spreadsheet using their Chromebook. This will allow the teacher and any guests to view what is being worked on at that time.

Things that should be seen during every RAMP time:

- Personal productivity
- Live RAMP report up on smart board and student entries visible and current
- Students doing RAMP activities only
- Students collaborating
- Teachers actively engaged in RAMP by monitoring and assisting students

Things that should not be seen during any RAMP time:

- Students lounging or sleeping or chilling
- Students socializing
- Students on cell phones/watching videos online, etc.
- Students wandering the halls - this is still instructional time, not errand time.
- Teachers engaged in activities other than RAMP

There will be a few other instructional activities that are pre-approved during RAMP for meeting some specific needs. For example, IB students will be in specific courses during RAMP, special education teachers may pull students from their caseloads to work with them, etc. These will all be prearranged.

We have a great opportunity to use this time to keep students reading, current on assignments, and to give you time to help students each week without hoping they'll show up because they are now a captive audience. Again, consistency in every classroom will be the key to making this work.

The Academies of Morgan County High School: A Georgia College and Career Academy

In the MCHS model, our Academies are more like colleges inside of a larger University. Students will select pathways to take that will essentially have them “majoring” in an academy. Some students may experience courses from each Academy throughout their high school career. Our focus is to help our students select courses, both Academic and Electives, that help him or her build a pathway to their future goals.



Academy of Media and Communications

The Academy of Media and Communication offers a progressive look into the world of Business, Information Technology, Digital Media, and Sports and Entertainment Marketing.



Academy of Arts and Humanities

The Academy of Arts and Humanities bolsters an intensive and imaginative opportunity for students to experience and major in the Pathways of World Language, Band, Chorus, Drama, and Art.



Academy of Science and Industry

In the Academy of Science and Industry, you will examine the world of Agricultural and Food Sciences, Biotechnology, Engineering, and Industrial Sciences.



Academy of Health and Human Services

The Academy of Health and Human Services is committed to the development of caring, responsive, and self-directed leaders interested in bettering our community's quality of life. Pathways include Cosmetology, Culinary, Healthcare, ROTC, and Teaching as a Profession.

Instruction

GEORGIA STANDARDS OF EXCELLENCE - The Georgia Standards of Excellence provide clear expectations for instruction, assessment, and student work. Curriculum and Instruction and Career, Technical and Agricultural Education work together to provide rigorous standards, quality instructional resources and online professional learning materials that will help teachers prepare students for graduation and post-secondary college and career opportunities. Georgia Standards for Excellence, resources and training information can be accessed at www.GeorgiaStandards.org. All teachers are expected to teach standards as they relate to their content area, and instructional materials should be selected based on support needed to teach standards.

Students enrolled in Advanced Placement and International Baccalaureate courses should receive instruction that supports the curricula and expected assessments for these programs.

PACING GUIDE/INSTRUCTIONAL PLANS - Teachers will develop and share pacing guides/instructional plans at beginning of each semester. Teachers will be encouraged to use the Understanding by Design framework to plan for the semester. Using the UbD framework, teachers will determine the weekly plan for covering course and program Standards; the “Standards” column for weeks 1-18 will be complete at the beginning of each semester. Each Monday by noon, all other areas of the plan should be complete and updated in google drive for *that* week.

The pacing guide will be a continual approach to planning instruction and assessment/feedback throughout the semester. Teachers are expected to maximize instructional time and student engagement. The pacing guide will be reviewed as a part of TKES evaluations. Teachers will share their pacing guide/instructional plans with each administrator in google drive as LAST NAME, FIRST INITIAL; COURSE NAME; AND SEMESTER/PERIODS -- Example: Smith, L.; Physical Science; 1/3&4.

Teachers will copy and use common link:

<https://docs.google.com/spreadsheets/d/1yKPYp553fjsKdBzz1kNI8O1htdMI5rvQF6isEKH5PX4/edit#gid=0>

A list and description of course Standards should be linked 1 time only in the final column.

FIELD TRIPS - See Susan Beasley, the earlier, the better!

As instructional time will be a premium on our new schedule, field trips should be thoughtfully considered for the purpose of enriching standards that are being taught before requesting. Field trips may not be approved after Spring Break. All field trips should be approved by the principal, and overnight field trips approved by the BOE. There is no provision in the Board of Education budget to pay the costs associated with field trips. No student should be denied a field trip when it is the curriculum for that class or grade level.

If one or more school buses are needed for the trip, a request must be submitted to the Transportation Manager not later than one full week before the event. The Transportation Manager will arrange for buses and drivers to be used.

KASH

KASH (Knowledge, Attitude, Skills, Habits) is a culture that encompasses 21st century skills in a K-12 learning environment. In each classroom students will be introduced to themes and age-appropriate expectations, terms, concepts, and practices that reinforce KASH. This year we will use advisory time to discuss our monthly KASH themes and supporting topics.

Showcasing KASH

Our KASH focus is to provide students with a set of soft skills and a clear, understandable set of expectations that will both enhance students' educational experience and better prepare them for the professional expectations of the workforce. Students will be acknowledged for following school/system-wide expectations for behavior, work ethic, respect, and dress both in and out of the classroom.

Our expectations for KASH will apply to all students:

- On school campus (inside and out)
- During all school-sponsored activities
- During any event in which the student represents the school

KASH promotional materials will be located around the school to remind students of the expectations for behavior in that specific area. Acknowledgement opportunities known as "KASH IN" days have been created to highlight students who showcase KASH skills on a consistent basis.



Academic Honesty

Please include the following in your syllabi:

Morgan County High School strives to create a learning environment in which students can pursue a quality education. Our faculty and staff take on the responsibility of providing appropriate instructional experiences, materials, encouragement and the guidance necessary for our students to be successful. Students bear responsibility in this process as well. Students' responsibilities include coming to school prepared to learn, putting forth an honest effort in every class, and exercising academic honesty.

Academic honesty means that a student's behavior is ethical and their work is their own. Acts of academic dishonesty are serious violations of the trust necessary for a productive educational experience. The following outlines what constitutes a violation of the Academic Honesty Policy, as well as the possible consequences for such violations.

GENERAL PRINCIPLES:

- The honesty policy shall be accessible to students and parents via the student handbook and in an electronic link on the school website.
- It is students' responsibility to read and understand the academic honesty policy. Not knowing the rules does not excuse dishonest behavior.
- Violations of the honesty policy will be determined by reviewing students' actions alone. A student's thoughts or intent will not be considered. Since it is impossible to know whether a student intended to cheat or not, only a student's actions and behavior can be judged.
- A student guide to writing research papers is available from the media center. All students should refer to this guide when having to cite borrowed material.
- It is a student's ethical obligation to report violations of the Academic Honesty Policy. Students may report violations anonymously.
- An honor pledge for students to sign will be included on the course syllabus and will apply to all coursework and assignments. Teachers may choose to include the pledge on other assignments. The honor pledge is as follows:

"I have not given or received any unauthorized help on this assignment."

CONSEQUENCES FOR VIOLATION OF ACADEMIC HONESTY POLICY:

There are a range of consequences for violating the Academic Honesty Policy; the number of violations will have an influence on which consequences are applied. It is the teacher's responsibility to meet with student prior to making referral AND to contact parent; the teacher knows the situation and the details of the incident.

- Student is referred to administrator after 1st offense and required to complete an independent training on academic honesty within 10 school days.
- Student is entered for a referral on Infinite Campus after 2nd offense; the consequences are listed below:

Student will receive a discipline referral for academic dishonesty.

Student will have a conference with parent, teacher, and administrator.

Student will receive a grade of zero for assignment.

Student will write a 600-700 word paper:

Identify a person who has made ill-advised choices and has paid a price for the decision.

Research this person and the choices. Write about the decision and how it adversely affected the person. Give the person advice on what he/she could have done differently that would have

resulted in more positive outcomes. Be sure you cite sources if you paraphrase, summarize, or quote. Your paper should be 600-750 words.

- Student is entered for a referral on Infinites Campus after 3rd offense; the consequences are listed below:

Student will receive a discipline referral for chronic academic dishonesty.

Community Service (6-10 hours)

Failure to comply with consequences for 1st, 2nd, or 3rd offense will result in IC referral for failure to comply with administrative directive and additional consequences.

**This document is for information only. The information is subject to change based on changes in policy and processes at the school, district, and State level. **

PROFESSIONAL STANDARDS COMMISSION CODE OF ETHICS FOR EDUCATORS/EMPLOYEES

The Georgia Professional Standards Commission (GaPSC) is responsible for defining and enforcing a code of ethics for all educators who hold any type of certificate including the paraprofessional and support personnel license. A violation of the Code of Ethics will be referred to the GaPSC Ethics Division for investigation and possible sanction. The Code of Ethics for Educators appears in the Appendix of this document. The Morgan County Board of Education Policy GAGC requires all employees of the school system to follow the ethical behavior set forth in the Code of Ethics for Educators. Questions regarding the expectation of ethical behavior, should be directed to the Principal or other system administrator. All employees are trained on the Code of Ethics at the beginning of the school year.

EMPLOYEE APPEARANCE GUIDELINES

Staff members are expected to be professional in the mode of dress and hairstyle which should be appropriate for the teaching profession. Warranted or not, the public's first impression of our schools is frequently based on the professional dress of staff. As educators we serve as models for students in our dress and behavior.

Professional dress is also viewed by the public as a reflection of the level of pride the employee takes in his/her work. Good judgment goes a long way and is expected of all employees. Teachers are expected to follow the normal dress code during pre- and post-planning whenever they are scheduled to meet with parents, even if it means bringing a change of clothes to work during those times. When a principal or supervisor determines that any manner of dress is unbecoming to the role assigned to the employee, that administrator is to meet with the employee and explain that his or her dress does not meet guidelines and should be corrected immediately. Failure of the employees to heed the warning and abide by the guidelines may result in disciplinary actions. The supervisor's judgement as to the appropriateness of hair or dress will prevail. Situational exceptions may occur.

Teachers who are assigned to teach physical education are expected to dress appropriately for those activities. Should they teach regular classes as well, they are expected to change into regular attire. Lab coats, medical "scrubs," and such garments are allowed in teaching environments such as science and CTAE labs and art classes. Occasionally, campuses will observe Game Days/Spirit Days and special occasions such as teacher contract days when the dress will be more casual and parent meetings are not scheduled. Each school can make the determination as to how much they wish to relax the appearance guidelines on those infrequent occasions. This does not imply that every Friday

will be “dress-down” day, nor does it imply that all guidelines will be eliminated. We’ll let you know each Thursday if Friday can be a “jeans” day.

CELL PHONE USE DURING INSTRUCTIONAL TIME

Faculty and staff should not “be on their cellphones” during instructional periods in classrooms unless it is an emergency. All staff members should limit use of personal cell phones for personal use during the business day.

SOCIAL MEDIA Before you post it, like it, share it, or comment on it, ask yourself, “is this wise?”. The lines between public and private, personal and professional are blurred in the digital world. By virtue of identifying yourself as a Morgan County Charter School System employee online, you are now connected to colleagues, students, parents and the school community. You should ensure that content associated with you is consistent with your work as an employee of the Morgan County Charter School System and the mission of the Morgan County Charter School System. Please use professional discernment.

DRUG FREE WORKPLACE

The Morgan County Board of Education is concerned with the well-being of all employees. In accordance with the Drug Free Workplace Act, the unlawful and/or unauthorized manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol is prohibited in the workplace for all employees. *Note - Employees who must bring prescribed medications to school should take extreme care in securing the medication at all times. It is recommended to only bring a day’s dose to school. Our school nurse is able to secure medications for you if needed.* The Morgan County BOE considers an employee who possesses, uses, consumes, or is under the influence of an alcoholic beverage on school district property or while in the performance of his or her official duties to be covered by the Drug Free Workplace Act.

TOBACCO FREE WORKPLACE

The use of tobacco by employees is strictly prohibited at all times on any school campus, at any BOE facility, and in any school vehicle. The prohibition of the use of tobacco by employees extends beyond school hours and beyond school campuses when employees are instructing or supervising students or when students are being transported to and from school activities. Supervision includes coaching, directing fine arts practice and performances, acting as a sponsor or advisor of a school club or organization, driving a bus and similar roles. “Use of tobacco” includes smoking, smokeless products such as chewing tobacco and/or vaporizing/e-cigarette products.

EMPLOYEE POLITICAL ACTIVITY

Employees should refrain from engaging in political activity during regular school working hours, unless on personal leave or vacation. Employees may not use, at any time, school system facilities, equipment or supplies in conducting or participating in political activities, other than attending or participating in public political forums held at school system facilities. Employees should refrain from using their position to coerce votes, contributions or anything of value from other system employees for support or in opposition to the candidacy of any candidate of their choice. *Note - this includes the classroom. Employees should be politically neutral in their instruction and should not let personal opinions or party affiliations be known. Students should be constantly guessing as to an instructor’s party affiliation because of questions or scenarios posed in class. Why? We are to teach them to think for themselves and be smart consumers of information.*

STAFF CONFLICT OF INTEREST

Staff members cannot use their positions to influence students or patrons of the Morgan County Charter School System for personal gain. Selling items to students, parents or community members as a result of the influence we have in our roles as educators is prohibited.

FINANCIAL RECORDS

For any amount received over \$20.00, teachers will provide receipts to students and parents using school-designed forms or from subsidiary receipt books purchased by the school. All collections should be given to the bookkeeper intact. Teachers must obtain a receipt from the bookkeeper whenever they turn in money. School volunteers are not authorized to take collections or to issue receipts. Only employees designated and student treasurers may do this. Cash receipts should always equal the sum of money for deposit. Money collected is NOT to be used to cash checks or make change. Money should be turned in to the office daily. *Teachers should never hold money overnight.*

FRAUD PREVENTION –AND OTHER CORRUPT/ILLEGAL CONDUCT

The Morgan County Charter School System (“MCCSS”) has a responsibility to uphold the public trust. Internal Audit is an independent appraisal function established to document financial integrity and to promote efficiency, effectiveness and economy in MCCSS operations. MCCSS employees are subject to the requirements of the Georgia Code of Conduct for Educators.

In addition to the professional requirements, MCCSS sets forth the following actions which are prohibited and guidelines for reporting their occurrence or suspected occurrence:

A. Fraud and Other Corrupt/Illegal Conduct: This includes but is not limited to:

1. any crime defined in Title 16 in the Official Code of Georgia Annotated (O.C.G.A.).
2. Inappropriate conduct or the appearance of inappropriate conduct that does not rise to the level of criminal activity including but not limited to:
 - a. Conflict of Interest;
 - b. Omissions or the failure to provide information that could affect a financial decision or cause an undue loss or expense to MCCSS;
 - c. Other actions prohibited by the Code of Conduct for Educators.

B. Notification

1. Employees suspecting fraud should contact Nancy Willis, Director of Finance via email at nancy.willis@morgan.k12ga.us or anonymously, with notification sent to: Nancy Willis, Director of Finance Morgan County Board of Education 1065 East Avenue Madison, Georgia 30650
2. Reprisals
No action shall be taken or threatened against any employee for reporting the occurrence or suspected occurrence of any of the above conduct unless the complaint was made with the knowledge the allegation was false.

STUDENT SAFETY

All employees are expected to work in a manner which provides a safe environment for students. This includes:

- 1) being committed to physical safety and health;
- 2) recognizing the importance of psychological and emotional health and well-being;
- 3) ensuring safe and healthy facilities;
- 4) creating an environment of trust, support, respect;
- 5) providing a secure and comfortable learning environment.

REPORTING SUSPECTED CHILD ABUSE/NEGLECT

Any school system personnel that suspects child abuse or neglect, should immediately report suspicions to the School Counselor, the principal, or the Principal's designee, who will report to DFCS as soon as suspicion is reported, and no later than 24 hours after the initial report comes to the school personnel's attention. Copies of reports are to be forwarded to the School Social Worker immediately. School system personnel should not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is NOT the duty of the employee to prove that a child has been abused or neglected or to determine if the child needs protection.

SEXUAL ABUSE OR MISCONDUCT BY EMPLOYEES

(a) The Professional Standards Commission shall establish a state mandated process for students to follow in reporting instances of alleged inappropriate behavior by a teacher, administrator, or other school employee toward a student which shall not prohibit the ability of a student to report the incident to law enforcement authorities. Each local school system shall be required to implement and follow such state mandated process and shall include the mandated process in student handbooks and in employee handbooks or policies.”

Student Reporting of Acts of Sexual Abuse or Sexual Misconduct

- (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. section 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. section

19-7-5 or O.C.G.A section 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. section 19-7-5. A.

"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. Sexual misconduct is not determined by the perpetrator's intent, but how it is perceived by the person receiving the attention. Sexual misconduct rarely begins with an act of sexual abuse. A boundary violation involving sexual contact is more of a process than a single event. Sex offenders "troll" for children with a weak sense of boundaries, then "groom" their victims with gifts and attention, and "lull" them into complacency, escalating the level of physical intimacy over time.

B. Sexual misconduct by an educator may include, but is not limited to the following forms of behavior:

- Physical: fondling, touching or sexual abuse
 - Verbal: commenting on a student's body parts or making sexually explicit jokes
 - Visual: showing sexually explicit photographs, or exposing one's genitals
- C. Avoiding allegations of sexual exploitation:

Things to remember to establish and keep professional boundaries with students:

Be friendly, not a friend:

- a) conversations with students should be warm, caring and provide support for their learning and growth,
- b) relationships should be centered on school events and activities.

Choose appropriate settings for meeting with students—

- o Schedule student meetings at regular times and when other staff members are present;
- o Hold meetings with individual students in rooms with a door open or with an unobstructed window view;
- o Do not remain in a classroom with a student outside of the regular school day without informing the principal;
- o Do not make a habit of meeting students outside of school for a meal, soft drink, or a cup of coffee;
- o Do not regularly transport students in your own vehicle (parental consent or an emergency only).
- o Do not entertain students in your home unless it is a school-sponsored activity.

Communicating with Students

- o Never use slang or vulgar language with students

- o Don't gossip about other students or staff
- o Do not give students a home or cell phone number or a personal e-mail address without administrative approval

Present a Professional Image:

- o Your out-of-school conduct can affect your job security. What you post on a blog, on Facebook or any other social media site can be accessed by students.
- o Clothing and grooming should reflect the professional status of the educator and should never be provocative or a distraction to students.

[Georgia's Right to Know Notification](#)

Right to Know Notification

Guidance for Preparing Notification Required Under ESSA Sec. 1112: Parent's Right to Request a Teacher and a Paraprofessional's Qualifications

In accordance with Every Student Succeeds Act of 2015, all LEAs are required to notify parents at the beginning of each school year of their 'Right to Know' the professional qualifications of the student's classroom teachers and paraprofessionals.

Requirements for Content of the Notification

- LEAs' notifications **MUST** use the language of the law.

In compliance with the requirements of the Every Student Succeeds Act, parents may request the following information:

1. Whether the student's teacher—

- o *has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;*
- o *is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and*
- o *is teaching in the field of discipline of the certification of the teacher.*

2. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

- In Georgia, notifications must occur within 30 calendar days from the start of school or upon enrollment.
 - o For verification purposes, notifications must contain the month/year of dissemination or, if included in another document, the primary document must contain a date. Or, if the primary document is undated, records may also include supplemental documentation

that contains the month/year of notification dissemination.

- For verification purposes, the name of the LEA and/ or school must be included.
- In Georgia, LEAs are required to notify parents in all LEA schools or programs.
- Responses to requests must be provided in a timely manner.
- Maintain records of annual notifications that meet the above requirements.

Best Practices for the Notification

ESSA does not prescribe the exact method of dissemination for notifications. In Georgia, the following are considered best practices when notifying parents.

- Develop written procedures for compliance which include a timeline and person, by position, responsible for verifying notification content, verifying dissemination of notification, and maintaining notification documentation.
- Notify parents in multiple formats in order to ensure that all parents have the opportunity to receive the information. This may include, but is not limited to an LEA or school handbook, a letter mailed home, inclusion in a newsletter or brochure, posting on a website, and/or a school-wide email.
- Notify parents, to the extent practicable, in a language that they may understand.
- Ensure the notification includes a point of contact by position, the school/program or LEA name.

**This document is for information only. The information is subject to change based on changes in policy and processes at the school, district, and State level.*

Right to Know Notification

Right to Know Professional Qualifications of Teachers and Paraprofessionals Morgan County High School: A Georgia College and Career Academy

August 2020

Dear Parents,

In compliance with the requirements of the Every Students Succeeds Act, the **Morgan County High School: A Georgia College and Career Academy** would like to inform you that you may request information about the professional qualifications of your student's teacher(s) and/ or paraprofessional(s). The following information may be requested:

- Whether the student's teacher—
 - has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
 - is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived; and
 - is teaching in the field of discipline of the certification of the teacher.

- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If you wish to request information concerning your child's teacher and/ or paraprofessional's qualifications, please contact the Chief Academic Officer, Jean McIntosh-Torbett at 706-752-4800.

Sincerely,



Jean McIntosh Torbett

Chief Academic Officer Morgan County High School: A Georgia College and Career Academy

