

# GEORGETOWN FACULTY & STAFF GUIDELINES

## 2023-2024



### Faculty/Staff Roster

2023-2024



Principal.....Dr. Michael Forte..... 132.3(504)  
 Assistant Principal..... Dr. Terri Massa.....132.8(502) School  
 Secretary.....Ms. Tameka Sanders.....132.1(504)  
 School Clerk..... Ms. Bonnie Upshaw.....132(503)  
 School Counselor.....Ms. Chelsey Banks.....106 (161)  
 School Clinic Worker..... Vacant.....32.2(152)

KINDERGARTEN			Fifth Grade	
Teacher	Para	Room #	Teacher	Room #
			Meeting Room	119
Distin, Paula *	Vacant	101	Paschal, Sharon *	120
Williams, Wisteria**	Haynes, Chinita	102	Hill, Breuna **	121
Scott, Ashley	Jonson, Pamela	103	Bolden, Dionne	122
			<b>PES</b>	
<b>FIRST GRADE</b>			Duke, Jennifer	113
Johnson, Jacqueline*		110	Goodwin, Keisha **	104
Williams, Amy**		112	Dumas, Patsy	115
Coles, Tiffany		111	Reese, Keaire	105
			Sumbry, Latoya	Para 104
			Vaughn-Talbert, Latrice	Para 113
			<b>ART</b>	
<b>SECOND GRADE</b>				
Williams, Alicia**		107	Vacant	134
Winston, Lydia*		108		<b>MUSIC</b>
Bryant, Gabrielle		109	Wimberly, Treyvon	133
			<b>PHYSICAL EDUCATION</b>	
<b>THIRD GRADE</b>				
			Berklm, Coach Richard	Gym/136
			<b>ACADEMIC COACH/ACADEMIC DEAN</b>	
Ogletree, Terrance*		123	Burgess, Lucia	AC 114
Tribble, Heather		124	Greene, Ashley	AD 126.1 (148)
Kennebrew, Anthony**		125	<b>TITLE I INTERVENTION TEACHERS</b>	
			Brigdon, Abby	128.1 (149)
<b>FOURTH GRADE</b>				
Reviere, Dorothy**		116	Gartman, Patricia	Media Small Room
Lee, Diane*		117	Flowers, May	127
Gibson, Lee		118	Hogg, Mark	<b>OPPORTUNITY ROOM</b>
				126
			<b>COMPUTER LAB</b>	
			Deese, Jeanette	135
<b>MEDIA</b>			<b>INSTRUCTIONAL PARAPROFESSIONALS</b>	
Nelson, Amy		156	Vacant	4 <sup>th</sup> Grade
			Moore, Jasmine	3 <sup>rd</sup> & 5 <sup>th</sup> Grades
<b>EAST ZONE CHIEF</b>			<b>SPEECH PATHOLOGIST</b>	
Wiggins, Dr. Ronald				
			Grantham, Rita	Speech Room
<b>DISTRICT LEVEL SPED SUPPORT</b>			Biggs, Amelia (OT)	Media Center
			<b>PARENTING</b>	
<b>DISTRICT LEVEL SPED SUPPORT</b>			Dunn-Robinson, Sonya	114
Kelly, Dr. Sharen				
Peek, Michael				<b>MTSS</b>
<b>School Psychologist</b>			Melanie Phillips	114
Cross, Dr. Monica				



*Dr. Michael R Forte*  
Principal

*Dr. Terri Massa*  
Assistant Principal

*Lucia Burgess*  
Academic Coach

*Ashley Greene*  
Academic Dean

*Chelsey Banks*  
School Counselor

## Semper Invictus

Dear Parents/ Guardians:

I want to welcome you and your family to Georgetown Elementary for the 2023-2024 school year. Georgetown is rich with tradition and our culture is one of high expectations for our students, academically and behaviorally. Georgetown is emerging as a school on the move. In 2022 Georgetown performed well enough on the Georgia Milestones Assessment to be removed from the Promise List for the State of Georgia. Additionally, Georgetown Elementary was selected as one of the elementary schools for the State of Georgia PBIS Bus Tour. I am proud to report that Georgetown received exemplary ratings, thus confirming that a nurturing and welcoming atmosphere is indeed fully operational at Georgetown Elementary. This is truly a great accomplishment and a wonderful accolade for this community. What makes this so very special is that Georgetown is truly a community school, and a beacon for stakeholders in this area! That is why we believe that in order for Georgetown to continue to thrive, our relationship with our parents must be strengthened! That is why I'm asking you to join the PTSA this year and become an active participant in the continued success of our school. Research shows that when parents are active in schools, schools become more than just schools, they become Excellent!

Our teachers will hold your child/children to high academic and behavior expectations. We strongly recommend that you structure and require that your child/children complete or engage in homework every night. Students at Rothschild are not allowed to leave the building without a textbook. We suggest your child/children complete at least 25 minutes of work nightly and at least three hours on the weekend. Georgetown offers many extracurricular activities of which your child can become a part. Please visit our website at <https://georgetownschool.wix.com/georgetownschool/> for further details. Once again, we are excited to have you as a new parent to Georgetown Elementary. If you desire, I would love to meet you and discuss my vision for the school. Please contact my secretary, and I will make myself available to meet you. If you are unable to come to the school, please feel free to call the school at 706.565.2980, and I will speak with you. Your Child's safety and education success is our top priority! It's Great to be a Jaguar!

Dr. Michael R. Forté, Very Proud Principal of Georgetown Elementary





## **GEORGETOWN 2023-2024 TEACHER/FACULTY HANDBOOK**

### **TABLE OF CONTENTS**

Page 3- Purpose  
Building Norms  
Page 4- Building Norms (Cont...)  
Page 5- Guiding Principles  
Page 6- Faculty Workday: Arrival Times and Signing In  
\*First Week and Month of School Daily Review

#### **FACULTY GUIDELINES**

- \*Absences
- \*Administrative Designees
- \*Administrator's Office
- \*Arriving Late
- \*Bullying
- \*Condolences
- \*Cellphones
- \*Child Abuse or Neglect
- \*Class Attendance
- \*Class Cleanup
- \*Classroom Management
- \*Classroom Procedures
- \*Clinic Student Accident Reports
- \*Communication – Parent Portal
- \*Computer Labs Use
- \*Confidentiality
- \*Content Curriculum and Supplemental Programs
- \*Copy right Material
- \*Counseling Services
- \*Customer Service Norms
- \*Detention
  - Teacher
  - Administrative
- \*Dress Code
- \*Emails / Mailboxes
- \*Evacuation Procedures
- \*Facebook
- \*Field Trips
- \*Fire Drill Dates
- \*Fundraiser
- \*General Security
- \*Grading and Report Cards

- \*Guidance Services
- \*Homework
- \*Hospitalization of Participating Staff Members
- \*I.D. Badges
- \*Leadership Team
- \*Leave
- \*Learning Plans
- \*Location Class Changes and Informing the office
- \*Lockdown Procedures
- \*Lunch Cafeteria
- \*Media Protocols
- \*Meetings
- \*Money Collection
- \*MTSS
- \*PBIS Discipline Chart
- \*Positive Behavior Intervention Supports
- \*Promotion and Retention
- \*PTO
- \*Recess
- \*Sending Students to the Office
- \*Social Dues
- \*Social Media
- \*Student Attendance
- \*Student Checkouts
- \*Student Dismissal
- \*Students: Morning- Before School
- \*Substitutes Policies and Procedures
  - Sub Folder
- \*Supervision of Students
- \*Textbooks
- \*Vehicle Pick Up Tague Process
- \*Workers Compensation

#### **APPENDICES**

- \*Fire Evacuation Maps
- \*School Planning Calendar
- \*Faculty and Staff Birthday Calendar
- \*Business Yard Sign Fundraiser
- \*School Year Calendar



### PURPOSE

The purpose of the Faculty/Staff Handbook is to provide current and new staff members a convenient guide to useful information about our school and to familiarize the faculty and staff with certain aspects of our policies and philosophies. It is not intended to be all-inclusive, but it is designed to cover many of the routine situations in which teachers and staff find themselves involved daily. This guide of expectations is also offered as a means of assuring that all members of the Georgetown faculty & staff will work together as a cohesive “family” to create an academic environment that is both challenging and rigorous, yet safe, friendly, and supportive for all students.

### BUILDING NORMS

- As adults, we model and teach by example.
- As professionals, our behavior must be above reproach in all interactions with students.
- As teachers, our first concern must be the welfare of the students in our charge.
- Through words and actions, members of the Georgetown faculty & staff will demonstrate a belief that “all children have the ability to learn” if given the proper academic tools and instruction.
- Learning Plans must be available for walk-through or evaluations.
- Learning Plans reference the standards you are teaching.
- Learning Plans consider the needs of the students.
- Learning Plans have evidence of differentiated instruction, small group instruction, rigor/relevance, student engagement, rubrics and other assessments (common for the grade level).
- Learning Plans show maximized instructional time.
- Grade levels will plan together and are to submit minutes from that meeting.
- Teachers should actively engage students through daily guided reading, guided math/small group instruction.
- Teachers should employ the gradual release model of instruction.
- Standards, and the Essential Question(s) should be posted and referenced at the beginning of each lesson for students. Students should know what standard is being taught.
- Schedules are to be posted outside your classroom.
- Students perform better when they have a routine.
- Teacher rituals and routines should be firmly embedded in the culture of the classroom.





## **BUILDING NORMS (CONT...)**

- Student work should be posted inside, and exemplary student work should be posted on the bulletin boards outside the classroom with a rubric/task and “meaningful” commentary as appropriate. Bulletin Boards should be changed regularly.
- Classrooms should be neat and organized.
- Worksheets are the exception, and not the norm of the instructional day. Worksheets are ineffective when used as your major strategy of your daily instruction.
- Faculty & staff model acceptable classroom behavior.
- Faculty & staff earn respect by modeling respectful behavior.
- Faculty & staff teach students to exhibit common courtesy and proper behavior in the classrooms, lunchroom, restrooms, hallways, and on school grounds.
- Teacher’s planning shall be used for individual planning, team planning, and other activities which are directly related to instruction.
- The use of sarcasm, put-downs, or other forms of ridicule, and/or demeaning speech or behavior when dealing with students/parents is at best contentious.
- Involve parents when dealing with student behavior and academic issues.
- Faculty & staff are to never leave students unsupervised.
- All cumulative folders and student records will be kept neat, accurate, and properly secured.
- Faculty & staff are to present themselves as positive role models in communication, dress, and behavior.
- Faculty & staff members are to be morally and socially astute and exercise ethical behavior at all times.
- Faculty & Staff will adhere to the PBIS Plan.
- The administration and the counselor are to be notified if faculty and staff are experiencing issues with parents or situations regarding the use of the PBIS Matrix.



## **GUIDING PRINCIPLES**

- Students learn best when stakeholders work together.
- Successful students are motivated to meet the challenges posed by high standards and expectations.
- Parental involvement promotes student success.
- Mastery of basic skills promote academic success and social and emotional development.
- The elementary school curricula offers students diverse opportunities that are designed to help them explore, discover, and develop their different talents and abilities.
- Students develop respect for the diversity in our society when teachers, parents, and other adults in their lives exhibit reciprocal expected behavior.
- Opportunities to communicate effectively with adults and peers enhance the development of the elementary school student's interpersonal skills.
- Compassion for the learner is as essential to instruction as is the intentionality of well-designed lessons.
- To prepare students to communicate and live in a technologically based world, exposure to technology must be an important aspect of their educational experience.
- Georgetown Learning Plans are designed to meet the needs of students with diverse learning styles.
- The elementary school's faculty and staff must be prepared to nurture and educate all learners, to include exceptional students from diverse cultural backgrounds.
- Elementary school learners are best served in heterogeneous classes.
- Collaborative planning and teaching enriches the student's intellectual, social, and emotional growth.
- A safe and orderly environment promotes and produces a structured learning environment.
- Learning is enhanced when faculty/staff create an atmosphere of mutual respect and trust.



## **FACULTY WORKDAY: ARRIVAL TIMES & SIGNING IN**

1. All faculty & staff members are to arrive by 7:15 a.m. unless assigned meet and greet duty. If you have meet and greet duty, you are to be at your duty station by 7:00 a.m.
2. Certified faculty hours are from 7:15 a.m. – 2:45 p.m. You must sign in by 7:15 a.m. Teachers are expected to be standing at classroom doors to greet students at 7:25 a.m. Stand so that you can supervise the classroom and hallway. When most of your students are in the classroom you can leave your doorway.
3. Paraprofessional hours are as set by specific duties equaling 7.50 hours daily. Paraprofessionals report @7:00 a.m -2:30 p.m. Paraprofessionals are hourly employees and cannot work before or after their designated work hours.
4. Everyone must sign in upon entering the building. Sign in when you arrive and sign out when you leave. Do not sign in before your time. This means that you are not to sign in and out at the same time.
5. Please note that there will be instances when staff may need to remain beyond the regular end of work day time. Those instances include but are not limited to faculty meetings, professional development, committee meetings, and other called meetings that require everyone's presence.

## **FIRST WEEK & MONTH OF SCHOOL (DAILY REVIEW)**

1. First day, set expectations for silence and appropriate behavior for hallways and other common areas. Follow through and be consistent. The hallway is the “quiet zone”. Adults should use small voices when in the hallways. If there is a need to reprimand a student, it should be done discreetly as possible. If it is something that can wait until you are back in the classroom, address it then.
2. Set expectations for correct classroom, hall, cafeteria, bathroom, playground, and bus behavior.
3. Review and establish appropriate and model good table manners in the cafeteria. Also review how to line up and walk in the halls and to lunch correctly. Monitor and enforce acceptable behavior while at lunch.
4. Discuss when students should be in your class in the morning, correct behavior for getting to the room in the morning and bus loading in the PM. Ensure your students understand the need to remain still & silent during announcements, (TV or intercom), wherever they are in the building.

## **ABSENCES**

- ALL absences must be reported in Frontline ([login.frontlineeducation.com](https://login.frontlineeducation.com)). Contact Ms. Sanders if you have any questions.
- You must fill out a Request of Leave form when you know in advance that you need to be out of the building. It is your responsibility to verify if your request was approved. If you take leave and your request has not been approved, you can face disciplinary action.



## ABSENCES(CONT....)

- Call and report your absence as soon as you know you are going to be out. If you know ahead of time, please call and make arrangements early.
- Notify the Principal the night before or by 6:00 a.m. the day of the absence at (706) 566-9776. **Do not send an email.** Text or call.
- Also, notify Ms. Upshaw by 7:00 a.m. at (706) 565-2980.
- Excessive absences will result in a letter of concern and will affect your TKES evaluation (Standard 9/ Professionalism).
- Paraprofessionals must notify the teacher and administrator.
- Paraprofessionals will be called upon to cover classes and/or other duties as the need arises.

## ADMINISTRATIVE DESIGNEES: ACADEMIC DEAN, ACADEMIC COACH

Are the building designees when the principal and assistant principal are both out of the building at the same time. Please notify them of any situation that you may have. They are not authorized to suspend students but they will be in close contact with an administrator when a situation arises. Also, keep in mind that the only persons that have the authority to suspend a student or to give permission to tell a parent to come and pick up a child is the administration.

## ADMINISTRATOR'S OFFICE

1. Come in if the door is open.
2. If the door is closed, I cannot speak to you at that time. Please come back later. Do not continue to knock on the door if it is closed. If it is an emergency, speak to the Assistant Principal. If the Assistant Principal is not available, see the counselor. The Principal's mailbox is located outside the Principal's Office. The Assistant Principal's mailbox is located outside the Assistant Principal's office.

## ARRIVING LATE

- There will be times in which a teacher/paraprofessional may be running late. **Please call the administrator**, school, and supervising teacher and notify that you will be late. This allows an opportunity for the administration to arrange someone to cover your class, hall duty, etc.
- The teacher/paraprofessional must sign into the "RAPTOR" when you arrive. **After 5 times of being late, the employee may receive a letter of concern from the principal.** Should tardiness continue, it will affect your TKES evaluation (Standard 9/ Pro-



professionalism).  
**BULLYING**

The Muscogee County School Board believes that all students can learn better in a safe school environment. **Behavior that infringes on the safety of students will not be tolerated.** Bullying, as defined by Georgia law is strictly prohibited. Such prohibition shall be included in the Student Code of Conduct for all MCSD schools. Students who experience bullying are strongly encouraged to report and share information with any school personnel. The term applies to acts which occur on school property, on school vehicles, at designated school bus stops, or at school related functions or activities or by use of data or software that is accessed through a computer, computer system, computer network, or other electronic technology of a local school system. The term 'bullying' also applies to cyberbullying, which is behavior that occurs through the use of electronic communication, whether or not such electronic act originated on school property or with school equipment.

Bullying behavior is defined as:

1. Any willful attempt or threat to inflict injury on another person.
2. Any intentional display of force that would give the victim reason to fear or expect immediate bodily harm.
3. Any intentional written, verbal, or physical act, which a reasonable person would perceive as intended to threaten, harass, or intimidate.
4. Causes another person substantial physical harm within the meaning of or visible bodily harm. Visible bodily harm is defined as bodily harm capable of being perceived by a person other than the victim.
5. Has the effect of substantially interfering with a student's education.
6. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
7. Has the effect of substantially disrupting the orderly operation of the school.
8. Is directed specifically at students or school personnel.
9. Is maliciously intended for the purpose of threatening the safety of those specified or substantially disrupting the orderly operation of the school.
10. Creates a reasonable fear of harm to the students' or school personnel's person or property or has a high likelihood of succeeding in that purpose.

**School personnel are to report all incidents or reports of bullying to the school counselor and/or administration immediately.**

Upon a finding by a school administrator that a student has either committed a bullying offense or has been a victim of bullying, the student's parent or guardian will be notified. Each reported incident of bullying behavior will be documented and investigated by the school principal / designee, and a disposition determined which may include suspension from school or a referral to the Student Discipline Tribunal. School district personnel will conduct follow-ups on reports as appropriate. Any person who reports





## **BULLYING(CONT...)**

in good faith an incident of bullying, harassment, or intimidation to an appropriate school official, and who makes this report in compliance with the procedures in the school district's policy shall be immune from civil liability for any damages caused by such reporting or any failure to remedy the reported incident.

## **CONDOLENCES**

In case of death, flowers will be sent for immediate family members only. Immediate family members include spouse, parents, children. \*Notification of all deaths, illnesses, hospitalizations, etc., are to reported to Ms. Sanders via email. Make sure that all necessary information is included in the email. (i.e. Name of patient/deceased, name of hospital w/room numbers, funeral home/arrangements, home address, etc.)

## **CELLPHONES - ELECTRONICS**

**Students are not allowed to have cell phones or other electronics out during the school day unless they are using them for academic purposes.** In some cases, because of latch-key situations, students are allowed to bring cell phones as long as the phones remain turned off in their backpacks during the school day. All electronic items that are confiscated should be turned into the assistant principal. If you confiscate an item, do not send the item to the office by a student. These items are to be turned in to the Assistant Principal to be logged in, and kept in a secure location. Items will not be returned until a parent physically comes to the office stating they received the property. **School personnel will be financially responsible for any items that are not secured properly.**

Electronics/personal items: Teachers are not to use their cell phone during instructional time or while on the playground (except for calling the office for assistance.) Teachers should secure their phone, purse, and valuables in a safe place in the classroom. Unfortunately, Georgetown Elementary nor MCSD will be responsible for replacing stolen/or lost items.

## **CHILD ABUSE & NEGLECT**

1. It is the policy of the Muscogee County School District that any teacher or other school employee is mandated and authorized to report child abuse or neglect to the person in charge of the facility or his/her delegate. The persons in charge must report any case of suspected child abuse and neglect to the child welfare agency providing protective services in Muscogee and Chattahoochee Counties identified by the Department of Human Resources. Child abuse or neglect means any child under 18 years of age who is believed to have had physical injury or injuries inflicted upon him or her, other than by accidental means, by a parent or caretaker, or has been neglected or exploited by parent or caretaker or sexually assaulted, shall be identified to a child welfare agency providing protective services in Muscogee County.



## CHILD ABUSE & NEGLECT(CONT...)

All teachers and other school employees shall report to the principal or the assistant principal any suspected child abuse or neglect. An oral report must be made immediately, within twenty-four (24) hours from the time there is reasonable cause to believe a child has been abused, to the Department of Family and Children Services by telephone, and shall be followed by a written report. The reporter shall obtain written confirmation from DFCS that the report has been received, and shall retain a copy of the report as well as the written confirmation of the reports receipt. If an urgent situation occurs, report the situation to the administration and/or counselor and immediate contact will be made with the Muscogee County School District Police Department. MCSD .D.D. will contact Law Enforcement. Teachers and staff are not to call MCSD police. After contact has been established, the next step is to contact DFCS.

1. By Law, The State of Georgia requires that all principals, teachers, counselors or other administrators report all cases of suspected child abuse of children under the age of 18. Under no circumstances may the principal or designee to whom a notification of child abuse has been made “exercise any control, restraint, modification, or change to any information provided by the reporter. Each of the aforementioned persons (mandated reporters) may be consulted prior to the making of a report, and may provide any additional, relevant and necessary information when making the report.
2. **School employees shall not contact** the child’s family or any other person(s) to determine the cause of the suspected abuse or neglect.
3. It is not the responsibility of the school employee to prove that the child has been abused or neglected, or to determine whether the child is in need of protection.
4. Any personal interview or physical inspection of the child should be conducted in a professional manner by two (2) members of the Child Abuse Neglect Team.
5. Failure to report abuse or neglect may result in disciplinary action against the employee.
6. It is the policy of the Muscogee County School District to establish in each school a Child Abuse Neglect Team. The team may consist of the social worker, counselor, school administrator, school nurse and will have the responsibility of providing in service training.
7. Reports covered by this policy will be made in accordance with the Child Abuse Protocol for Muscogee County. The school’s child abuse and neglect team consist of the following individuals:
  - Principal
  - Assistant Principal
  - School Counselor
  - School Social Worker



## **CLASS ATTENDANCE**

1. You must complete your class attendance by 7:45 a.m. each morning. If you experience any problems, please inform the office immediately. Students arriving to your classroom after the tardy bell at 7:45 a.m. must be sent back to the office for a tardy slip if they do not have one. File those tardy slips in your classroom.
2. When students are absent, the parent must send a note explaining the reason within three days of the absence. Only absence reasons stated in the MCSD policy will be excused (family vacations are not excused). If a note is not brought in the day the student returns, contact the parent by phone or email requesting an excuse. If it is not brought in, the absence is an “unexcused” absence. **KEEP A COPY OF ALL EXCUSES.**

### **ABSENCE CODES:**

EXC=Excused Absence (absences are marked excused when a valid excuse is received)

UNX= Unexcused Absence (absences are marked unexcused until a valid excuse is received)

TDU= Tardy Unexcused (no doctor’s note received)

TDY= Tardy Excused (doctor’s note)

COE= Check Out Excused (Any student checked out before 11:15 AM with a valid excuse)

COU= Check Out Unexcused (Any student checked out before 11:15 AM without a valid excuse)

## **CLASSROOM CLEANUP**

1. Students are expected to clean up behind themselves. Teachers, cleanup should be a part of your classroom routine for students.
2. Be sure that pencil shavings are placed in the trash can. Do not allow students to use their personal sharpeners at their desk. The shavings affect the wax on the floor.

## **CLASSROOM MANAGEMENT**

1. Classroom management is different than discipline. Effectively managing your classroom is essential to creating and maintaining a classroom of self-disciplined students. An effective teacher manages his/her classroom.
2. Classroom management are procedures that you establish at the beginning of the school year. Students must be taught rituals and routines such as passing in papers, sharpening pencils, lining up, etc. Generally, the first two weeks of school should focus on establishing routines.

Think about how children learn. Telling them a procedure one time will not allow them the opportunity to learn it. That may work for some students, but not for all. Procedures should be visible in your classroom or, at least until the procedure becomes



## CLASSROOM MANAGEMENT(CONT....)

routine. List step by step instructions so that the students can learn exactly what you expect of them (TEACH). Demonstrate to students what your routines look like (MODEL). Practice (ASSESS). RETEACH if needed.

3. Students should not be “kicked out” of the classroom. Please follow the Behavioral Flow Chart for guidance.
4. It is against MCSD policy to serve mass punishment. A whole class is not to be punished for the misdeeds of a few.
5. Please remember to talk with a student individually/private, instead of humiliating them in front of the entire class.
6. Children should be taught how to take responsibility for the choices that they make. Never omit the opportunity to acknowledge the positive actions of students.
7. One of the biggest mistakes a teacher can make is engaging in a power struggle with a student. Do Not Engage in a power struggle.
8. Throughout this entire process, parent communication is important and helps with a solution!
9. If you send a student to the office for behavior, they must be accompanied by an adult and a discipline form must be completed.
10. NEVER place a student outside your classroom door for behavior or any other area without supervision. What if the student walks away or leaves the campus? This is a great liability issue.
11. The objective to classroom management is to create a learning environment that students are empowered and eager to learn.

The key is to produce learning plans that promote high levels of student engagement.

## CLASSROOM PROCEDURES

### THE THREE-STEP APPROACH TO TEACHING CLASSROOM PROCEDURES

1. Explain: State, explain, model, and demonstrate the procedure.
2. Rehearse: Students rehearse and practice the procedure under your supervision.
3. Reteach: Rehearse, practice, and reinforce the classroom procedure until it becomes a student habit or routine.

## CLINIC STUDENT ACCIDENT REPORTS

1. All students sent to the clinic must have a clinic pass from the teacher.
2. If emergency care is needed, report over the intercom to the office, or send a student for help. It is better to take action, than not to act.
3. Accident Report Forms are available on the MCSD website under Staff Tab (Under Staff Tab scroll down on the left hand side under Student Services) Once form is filled out completely, print a copy and send to the office.



## **COMMUNICATION - PARENT PORTAL**

- Teachers must keep a parent contact log. You could be asked to upload the log as a part of your TKES evaluation.
- Teachers should contact parents often with academic or behavioral concerns.
- Every teacher should make an individual personal contact with all their parents by email, phone, or note during the first week of school.
- As a general rule: all parents should be contacted by the teacher at least twice per nine weeks. This contact should be through e-mail, conference, or phone call. Positive parent contact is helpful and builds rapport between school/home.
- Establish rapport with parents by sharing positive information about their child. This builds positive relationships between home and school.
- When a parent calls and leaves a message, or sends a note/Dojo message, as a general rule, you should return that call within 24 hours.
- Welcome parents' inquiry about their child's grades/behavior.
- Make time for "scheduled" conferences with parents.
- Inform parents early and often about academic and behavior concerns and suggestions for improvement.
- Keep all records current and up-to date to include attendance, grades, behavior, and academic data.
- If a parent becomes difficult to deal with, seek help from the administration.
- **Grades must be posted in the parent portal by Friday 11:59 P.M. of each week.**
- Communicator folders are to be sent home every Tuesday and should contain graded work, correspondences, and announcements.

## **COMPUTER LABS USE**

Teachers are to adhere to the computer lab schedule. Reservations for use of the portable computer labs are made in the office.

## **CONFIDENTIALITY**

1. Comments and discussions regarding students' personal information and records should only be discussed with the parent/guardian, teachers, admin or counselor.
2. Student behavior or academic concerns should not be part of public or private discussions.
3. Professional discretion and courtesy should be exercised when discussing staff, school, and district concerns.





## CONTENT CURRICULUM AND SUPPLEMENTAL PROGRAMS

Grade	Program	Objective
Kindergarten	GKIDS	Curriculum Inventory/Benchmark Assignment
Kindergarten	Lexia Core 5	Reading/Phonological Awareness/ Usage/Units/Targets/Skill Builders/T.I.
Kindergarten	IXL	Math/Diagnostics/ Progress Growth/T.I.
Kindergarten	Envision-Savvas Easy Bridge	Math Curriculum/ Topic Lessons & Assessments, Performance Tasks
Kindergarten	F&P BAS	Reading Benchmark Inventory Assessment (Beginning, Middle, End)
Kindergarten	MCSD K-2 Letter Sounds and Identification	Reading/Phonics Benchmark Assessment (Beginning, Middle, End)
Kindergarten	STAR Early Literacy	Reading Universal Screener (Beginning, Middle, End)
Kindergarten	ESGI	Quarterly Progress Monitoring Assessment/Reading/Math
Kindergarten	HMH Into Reading	Reading, Writing, Grammar Curriculum/ Waggle (3-5)/Amira (K-3)/ Modules: KDG(9) Grades 1-5 (12)
Kindergarten	Studies Weekly	Social Studies/Lessons/ Article/ Assessment/ Activities
Kindergarten	Stem Scopes	Science/ Lessons/Activities/Inquiry-Based Performance tasks/ Assessments
Kindergarten	BESS	Quarterly Behavioral Universal Screener Assessment
Kindergarten	Second Steps (SEL)	Social &Emotional Learning / Lessons/Activities
1 <sup>st</sup>	Lexia Core 5	Reading/Phonological Awareness/ Usage/Units/Targets/Skill Builders/T.I.
1 <sup>st</sup>	IXL	Math/Diagnostics/ Progress Growth/T.I.
1 <sup>st</sup>	Envision-Savvas Easy Bridge	Math Curriculum/ Topic Lessons & Assessments, Performance Tasks



<b>Grade</b>	<b>Program</b>	<b>Objective</b>
1 <sup>st</sup>	F&P BAS	Reading Benchmark Inventory Assessment (Beginning, Middle, End)
1 <sup>st</sup>	MCSD K-2 Letter Sounds and Identification	Reading/Phonics Benchmark Assessment (Beginning, Middle, End)
1 <sup>st</sup>	STAR Early Literacy	Reading Universal Screener (Beginning, Middle, End)
1 <sup>st</sup>	QBA	MCSD Quarterly Curriculum Benchmark Assessments
1 <sup>st</sup>	HMH Into Reading	Reading, Writing, Grammar Curriculum/ Waggle (3-5)/Amira (K-3)/ Modules: KDG(9) Grades 1-5 (12)
1 <sup>st</sup>	Studies Weekly	Social Studies/Lessons/ Article/ Assessment/ Activities
1 <sup>st</sup>	Stem Scopes	Science/ Lessons/Activities/Inquiry-Based Performance tasks/ Assessments
1 <sup>st</sup>	BESS	Quarterly Behavioral Universal Screener Assessment
1 <sup>st</sup>	PBIS/Second Steps (SEL)	Social &Emotional Learning / Lessons/Activities
2 <sup>nd</sup>	Lexia Core 5	Reading/Phonological Awareness/ Usage/Units/Targets/Skill Builders/T.I.
2 <sup>nd</sup>	IXL	Math/Diagnostics/ Progress Growth/T.I.
2 <sup>nd</sup>	Envision-Savvas Easy Bridge	Math Curriculum/ Topic Lessons & Assessments, Performance Tasks
2 <sup>nd</sup>	F&P BAS	Reading Benchmark Inventory Assessment (Beginning, Middle, End)
2 <sup>nd</sup>	MCSD K-2 Letter Sounds and Identification	Reading/Phonics Benchmark Assessment (Beginning, Middle, End)
2 <sup>nd</sup>	STAR Reading/Math	Reading/Math Universal Screener (Beginning, Middle, End)
2 <sup>nd</sup>	QBA	MCSD Quarterly Curriculum Benchmark Assessments



Grade	Program	Objective
2 <sup>nd</sup>	HMH Into Reading	Reading, Writing, Grammar Curriculum/ Waggle (3-5)/Amira (K-3)/ Modules: KDG(9) Grades 1-5 (12)
2 <sup>nd</sup>	Studies Weekly	Social Studies/Lessons/ Article/ Assessment/ Activities
2 <sup>nd</sup>	Stem Scopes	Science/ Lessons/Activities/Inquiry-Based Performance tasks/ Assessments
2 <sup>nd</sup>	BESS	Quarterly Behavioral Universal Screener Assessment
2 <sup>nd</sup>	PBIS/Second Steps (SEL)	Social & Emotional Learning / Lessons/Activities
3 <sup>rd</sup>	Lexia Core 5	Reading/Phonological Awareness/ Usage/Units/Targets/Skill Builders/T.I.
3 <sup>rd</sup>	IXL	Math/Diagnostics/ Progress Growth/T.I.
3 <sup>rd</sup>	Envision-Savvas Easy Bridge	Math Curriculum/ Topic Lessons & Assessments, Performance Tasks
3 <sup>rd</sup>	Achieve 3000	Reading/ Writing/ 2 articles weekly; 75% on first try/5-Step Protocol
3 <sup>rd</sup>	STAR Reading/Math	Reading/Math Universal Screener (Beginning, Middle, End)
3 <sup>rd</sup>	QBA	MCSD Quarterly Curriculum Benchmark Assessments
3 <sup>rd</sup>	HMH Into Reading	Reading, Writing, Grammar Curriculum/ Waggle (3-5)/Amira (K-3)/ Modules: KDG(9) Grades 1-5 (12)
3 <sup>rd</sup>	Studies Weekly	Social Studies/Lessons/ Article/ Assessment/ Activities
3 <sup>rd</sup>	Stem Scopes	Science/ Lessons/Activities/Inquiry-Based Performance tasks/ Assessments
3 <sup>rd</sup>	BESS	Quarterly Behavioral Universal Screener Assessment
3 <sup>rd</sup>	PBIS/Second Steps (SEL)	Social & Emotional Learning / Lessons/Activities



## CONTENT CURRICULUM AND SUPPLEMENTAL PROGRAMS (CONT...)

Grade	Program	Objective
4 <sup>th</sup>	Lexia Core 5	Reading/Phonological Awareness/ Usage/Units/Targets/Skill Builders/T.I.
4 <sup>th</sup>	IXL	Math/Diagnostics/ Progress Growth/T.I.
4 <sup>th</sup>	Envision-Savvas Easy Bridge	Math Curriculum/ Topic Lessons & Assessments, Performance Tasks
4 <sup>th</sup>	Achieve 3000	Reading/ Writing/ 2 articles weekly; 75% or higher on 1st try/5-Step Protocol
4 <sup>th</sup>	STAR Reading/Math	Reading/Math Universal Screener (Beginning, Middle, End)
4 <sup>th</sup>	QBA	MCSD Quarterly Curriculum Benchmark Assessments
4 <sup>th</sup>	HMH Into Reading	Reading, Writing, Grammar Curriculum/ Waggle (3-5)/Amira (K-3)/ Modules: KDG(9) Grades 1-5 (12)
4 <sup>th</sup>	Studies Weekly	Social Studies/Lessons/ Article/ Assessment/ Activities
4 <sup>th</sup>	Stem Scopes	Science/ Lessons/Activities/Inquiry-Based Performance tasks/ Assessments
4 <sup>th</sup>	BESS	Quarterly Behavioral Universal Screener Assessment
4 <sup>th</sup>	PBIS/Second Steps (SEL)	Social &Emotional Learning / Lessons/Activities
5 <sup>th</sup>	Lexia Core 5	Reading/Phonological Awareness/ Usage/Units/Targets/Skill Builders/T.I.
5 <sup>th</sup>	IXL	Math/Diagnostics/ Progress Growth/T.I.
5 <sup>th</sup>	Envision-Savvas Easy Bridge	Math Curriculum/ Topic Lessons & Assessments, Performance Tasks
5 <sup>th</sup>	Achieve 3000	Reading/ Writing/ 2 articles weekly; 75% or higher on 1st try/5-Step Protocol



## CONTENT CURRICULUM AND SUPPLEMENTAL PROGRAMS (CONT...)

5 <sup>th</sup>	STAR Reading/Math	Reading/Math Universal Screener (Beginning, Middle, End)
5 <sup>th</sup>	QBA	MCSD Quarterly Curriculum Benchmark Assessments
5 <sup>th</sup>	HMH Into Reading	Reading, Writing, Grammar Curriculum/ Waggle (3-5)/Amira (K-3)/ Modules: KDG(9) Grades 1-5 (12)
5 <sup>th</sup>	Studies Weekly	Social Studies/Lessons/ Article/ Assessment/ Activities
5 <sup>th</sup>	Stem Scopes	Science/ Lessons/Activities/Inquiry-Based Performance tasks/ Assessments
5 <sup>th</sup>	BESS	Quarterly Behavioral Universal Screener Assessment
5 <sup>th</sup>	PBIS/Second Steps (SEL)	Social &Emotional Learning / Lessons/Activities

### COPYRIGHT MATERIAL

1. It is the intent to enforce and abide by the provisions of current copyright laws as they affect the school district and its employees.
2. Copyrighted materials, whether printed or not, should not be duplicated unless such reproduction meets “fair use” standards, or unless written permission from the copyright holder has been obtained.
3. Administration does not sanction illegal duplication in any form.
4. Employees who willfully disregard the district’s copyright position are in violation of board policy. They do so at their own risk and assume all responsibility.

### CUSTOMER SERVICE NORMS

- Share positive stories in the community
- Respond to all complaints, criticisms, and questions in a timely, honest, and respectful manner
- Treat everyone with respect
- Work diligently to make a difference in the lives of students; share positive stories about the school system in the community





## **COUNSELING SERVICES:**

- Georgetown Elementary's Professional School Counselor is Ms.Chelsey Banks. Ms.Chelsey Banks supports students in developing a willingness to explore their limitless potential by building positive relationships. She focuses on embracing a comprehensive approach to optimize students outcomes in much more than just academic achievement. Focus areas include emotional support, family intervention, social development, academic guidance, and career planning. Yes, even in elementary school we will develop a foundation for career awareness and exploration. As the Georgetown Elementary School Counselor, Ms.Chelsey Banks will be a collaborative member of a "High Expectations" educational team.

## **DETENTION**

### **TEACHER:**

- Teachers will keep their own detention. Detention may be a maximum of 1 hour.
- Detention should be used as a deterrent to unacceptable behavior. The students should complete academically related paper/pencil assignments.
- Teachers must use the detention form and notify parents. If the form is not returned the next day the teacher must make contact with the parent. If you are unable to notify the parent, the student is not to be kept after school
  - Parents must be given 24 hour notice of detention.
  - Make sure you know how students are to get home.
  - Teachers must remain with students until they are picked up

### **ADMINISTRATIVE:**

- Administrative detention is held by the assistant principal and only administrators will assign this detention.
- Administrative detention may be held in the afternoon from 2:15 p.m.-3:00 p.m.

## **DRESS CODE**

Teachers should dress in such a way that they feel comfortable if called upon to represent the school before the school board and in such a way that their fellow teachers would be comfortable with them as representatives.

Sound professional judgment and concern for the perceptions of students should be paramount in our professional dress.

- Shorts, leather dress shorts, or athletic shorts should not be worn unless for events such as field day or a special event and the administration grants prior approval. You will be asked to go home and change clothes if inappropriately dressed.



## DRESS CODE(CONT...)

- Jeans can be worn on Fridays only except for Jeans Week and other special days.
- Be sure that the jeans you decide to wear are appropriate.
- Jeans can also be worn on Georgetown professional development days.
- If you have a meeting off campus, please wear something other than jeans.
- Faculty & staff are to dress in a professional manner and adhere to the dress code of the school and the district.



"A school of High Expectations"

### Cost:

Shirts ordered printed with crest \$12. If you furnish your own navy blue polo \$5. You will need to take the shirts to JustSports located at 1112 MLK Blvd.

### Placing your order:

Orders can be placed with Loretta Cobb at 706-505-1706 or email

[columbuscreative6@att.net](mailto:columbuscreative6@att.net)

We've negotiated excellent pricing with this vendor and recommend you place your order as soon as possible.

### Purchasing Uniforms:

Uniforms can be purchased at various retailers such as: Old Navy, Walmart, JC Penny, Bargain Town, Rainbow, Ross, Citi Trends, Children's Place, T.J. Maxx, Target, 98 Cents Store, etc...

## School Uniform Dress Code

### Guidelines

The Principal and administration have authority and discretion to set school specific dress codes and uniform codes at each school.

- Uniforms are worn Monday through Friday unless we have planned a Spirit Day. (On approved dress out days there should be no holes or ripped jeans, no plain t-shirts, MCSD dress code still applies.)
- Students who come to school dressed inappropriately will be required to call their parents to bring them appropriate clothing.
- All students will wear shirt tails tucked into pants, skirts and shorts. Pants will not be worn with a "sag."
- Students must wear a belt if they have on pants, skirts or shorts with belt loops.
- Flip flops, slides, high heels, too short skirts or shorts are not permitted. Shoes must have a strap that can attach around the heel.
- Please refer to the MCSD handbook.





## **EMAILS /MAILBOXES**

1. Please check your email and mailbox several times throughout the day, when you arrive and before you leave.
2. Please do not send students to retrieve items from your mailbox due to confidentiality.

## **EVACUATION PROCEDURES: EVACUATION MAPS LOCATED ON PAGE 39**

1. Close all windows in the classroom.
2. Students line up and exit the classroom with no talking. The last student out of the room will close the door.
3. The teacher will turn off the lights (unless otherwise instructed) and take the class roster, Crisis Manual, the red emergency rosters, and the classroom key.
4. Teachers will escort his/her students to the designated area for that class.

## **FACEBOOK**

Please like us on Facebook at Georgetown Jaguars

## **FIELD TRIPS**

1. All off-campus field trips must be approved in advance by the principal. You should request to the principal at least three weeks in advance of the date you intend to go on the trip.
2. If there is a concern about the behavior of a student, you may request that the parent go on the trip with you but it is not mandatory. If there is a fee, the parent must pay their own entrance fee and take their own mode of transportation. The students must ride the school bus with the other students.
3. If you wish to deny a student the right to attend a field trip after he/she has already paid the required fee please contact the administration.
4. A three-week notice is to be given to allow the secretary, transportation and the cafeteria time to prepare. It is the teacher's responsibility to let the cafeteria know if you need lunch for your Field Trip.



## FIRE DRILL DATES

Drill	Date	Time
Fire	8/9/2023	9:30 a.m.
Fire	8/21/2023	9:00 a.m.
Lockdown	9/14/2023	9:00 a.m.
Fire	10/11/2023	8:30 a.m.
Fire	11/9/2023	9:00 a.m.
Lockdown	11/16/2023	9:30 a.m.
Fire	12/13/2023	9:00 a.m.
Fire	1/25/2024	9:30 a.m.
Severe Weather	2/16/2024	9:00 a.m.
Lockdown	2/22/2024	1:00 p.m.
Fire	3/7/2024	9:30 a.m.
Fire	4/19/2024	9:00 a.m.
Fire	5/1/2024	9:30 a.m.



# Georgetown Elementary

School Spirit Apparel  
*Fundraiser*

## Select the Item

- A

T-Shirt \$10

E

Button Down SS \$25
- B

Polo \$15

F

Button Down LS Shirt \$27
- C

Hooded Sweat Shirt \$18

G

Denim Dress \$30 Embroidered
- D

Dry Fit Polo \$20



## Select the Color

- W

White
- N

Navy
- G

Gold



## Select the Size

- Youth Sizes

S

M

L

S (6-8)

M (10-12)

L (14-16)
- Adult Sizes

S

M

L

1X

2X

3X

4X

5X

6X

## Select the Design & Quantity



\*Shirts will be worn on planned spirit days TBA

Student: \_\_\_\_\_ Parent: \_\_\_\_\_ Teacher: \_\_\_\_\_

ITEM	COLOR	SIZE	CREST	LOGO	QUANTITY	TOTAL
Example	C	N	Youth S	1	1	\$10
TOTAL						

\*Example Order: Dry Fit Polo (C) in Navy (N), Youth Small with Logo





## **GENERAL SECURITY**

1. During the school year the building is opened from 7:00 a.m. to 6:00 p.m.
2. Everyone must be out of the building by 6:00 p.m. each day.
3. The School District Police Department has encouraged us to not work late (after dark) in the buildings for safety reasons.
4. If you do not have a security code, please do not enter the building as you will set off the alarms.
5. Make sure all windows and doors are closed and locked each day before you leave. Make sure window blinds are closed.
6. Follow all protocols and procedures as indicated in the safety plan as it pertains to severe weather drills, fire drills, and lock downs. If you enter the building on the weekends you must enter with a colleague. You must use a step-stool, or a ladder. Standing in a chair is prohibited.
7. Please see Ms. Sanders if you need to be issued a security code.

## **GRADING AND REPORT CARDS**

1. Teachers are to enter at least two grades each week into Infinite Campus. Grades should be entered by 11:59 PM each Friday. Thereby, at least eight grades by each progress report and 20 grades for the report cards.
2. Grading should be fair and should reflect the work of the student.
3. Students nor parents should be surprised regarding the grade received on the progress report or report card. Parents are to be contacted for a conference at both progress and report card time if a child is failing a subject.
4. Contact the parent and keep them updated on their child's progress or lack thereof.
5. Grading should be consistent across the grade level.
6. If the report card grade is an F in academics or conduct, a parent conference and a referral to the Student Support Team as well as moving up MTSS is needed.
7. For continuous extreme behavior, talk to the school counselor about the procedure for completing a FBA (Functional Behavior Analysis).
8. If the grade continues to be an "F" for the following Progress Report, follow the protocol for MTSS.
9. Kindergarten will continue to use GKIDS and enter data in a timely manner.

## **GUIDANCE SERVICES**

1. Guidance services are available to every student in the school. The student determines directions and goals in counseling. With the counselor, a student may discuss and explore freely and in confidence any problem or feelings. During counseling, these concerns may be talked through and examined, alternatives explored, and decisions made about future courses of action. Should the student find that additional assistance is needed, the counselor will assist in finding the necessary resources. Parents are encouraged to talk to a counselor about any area of concern related to their children and the school.



### **GUIDANCE SERVICES(CONT...)**

2. Should you have a concern about any of your students, check with the counselor. Together, you can form a plan to best serve the needs of the student.

### **HOMEWORK**

1. Students should ALWAYS receive some form of feedback (stickers, comments, conference) concerning their homework.
2. Students should not be penalized due to a parent's behavior. If a parent does not sign documents, do not punish the child. Talk to the parent. Again –be flexible – be understanding.

### **HOSPITALIZATION OF PARTICIPATING STAFF MEMBERS IN FACULTY FUND**

Flowers will be sent (Minimum of 3 days out of work, once per year). Cards will be sent to non-members.

**ID BADGES:** IDs can also be secured through the MCSD Security department on Whittlesey Blvd.



## LEADERSHIP TEAM

### Georgetown Elementary 2023-2024 Leadership Team

*“Leadership and learning are indispensable to each other”*

Position	Name
Principal	Dr. Michael Forté
Assistant Principal	Dr. Terri Massa
Academic Dean	Ashley Greene
Academic Coach	Lucia Burgess
Counselor	Chelsey Banks
School Secretary	Tameka Sanders
Kindergarten Lead/Ldr. Chair	Wisteria Williams
1st Grade Lead	Amy Williams
2nd Grade Lead	Alicia Williams
3rd Grade Lead	Anthony Kennebrew
4th Grade Lead	Dorothy Reviere
5th Grade Lead	Breuna Griffin
PES Lead	Keisha Gadson-Goodwin
Specials Lead	Richard Berklin
Paraprofessional Lead	Jeanette Desse

#### Georgetown Leadership Team’s Mantra:

The Georgetown Elementary Leadership Team will facilitate and build a culture around the idea of freedom and responsibility and fill the culture with self-disciplined people who are willing to go to extreme lengths to fulfill their responsibilities! - Jim Collins, 2001



## **LEAVE**

Teachers must request personal leave 5 workdays in advance for approval. The same protocol will apply to Doctors appointments, unless it is an emergency or a specialist appointment. Personal leave will not be approved the day before or after a holiday. It is the responsibility of the teacher/faculty member to complete a leave form for approval and place the absence into Frontline.

## **LEARNING PLANS**

The district has provided each teacher with a laptop that can be used at school or at home, therefore, Learning Plans are to be typed and submitted to Canvas each Friday before you leave. **THIS IS NOT OPTIONAL.** Failure to turn in Learning plans could result in a letter of correction.

## **LOCATION CLASS CHANGES & INFORMING THE OFFICE**

Please inform the office if you temporarily take your class to another location. This allows the office to locate students/teachers in the event of a checkout or emergency.

## **LOCKDOWN PROCEDURES**

**Please refer to the Crisis Handbook for detailed procedures for many possibilities.**

1. Verify that all classroom doors are locked.
2. Follow procedures for level of lockdown stated in the Crisis Handbook.
3. Move students as far away from doors as possible – have them sit on floor.
4. Everyone is immediately in lockdown when you hear the code “lock down.”
5. **NO ONE** is to ever leave the classroom until the “all clear” is announced by ADMINISTRATION, and the door is unlocked by the principal, assistant principal, or law enforcement.

## **LUNCH CAFETERIA**

1. Students should be escorted to the lunch line by the teacher.
2. Thoroughly review expectations for the cafeteria daily with your class before going to lunch. Inform students that they should use their inside voices. Students should only talk to those students who are directly to the left and right of them and directly across the table. It is understood that students should have time to talk but they also need time to eat within their 30 minutes’ time slot. Students are to clean up their area before leaving their space.
3. Teachers are to bring their class to lunch on time and pick them up on time. When teachers are late picking up students from the cafeteria, it provides idle time which will lead to discipline issues.



## **LUNCH CAFETERIA (CONT...)**

4. Any student who does not bring a lunch from home must receive a school lunch. If you are having an activity in your classroom where food is being provided, this cannot be a substitute for lunch for a student. Please plan your classroom activity that may include food for after your scheduled lunch time.

## **MEDIA PROTOCOLS**

In the case of an incident where the media may show up at the school, please refer them to the MCSD Director of Communications. If the administration is not on campus, you are to decline comment and refer to the principal. This is for your protection and the protection of those involved in the situation.

## **MEETINGS**

1. Faculty & PD meetings will be called at the discretion of the principal.
2. Weekly Grade Level Meetings will be conducted during your planning period.
3. Data team meetings will be called at the discretion of the principal/academic coaches.
4. Leadership meetings will be held on the 4th Monday at 2:45p.m.
5. Faculty meetings include Professional Learning so please schedule your appointments around the scheduled meeting.
6. All certified staff are to be in attendance and are expected to be attentive (limit texting and typing).
7. Sign in for each meeting and please do not sign in for your colleague.
8. If you cannot be in attendance or if you must leave before the end time, please communicate this before the meeting in writing by email stating the reason and provide to the administrative. If you leave before the meeting ends you must write the time you leave by your signature.
9. General items that can be communicated in writing will be sent via email or memo.
10. As a general rule, check your email at least 3 times per day (first thing in the morning, lunch time and before you leave).

## **MONEY COLLECTION**

1. Before any money can be collected from staff, faculty, parents, or students, you must get permission from the principal.
2. All fundraisers must be approved by the principal, and it is required that you meet with the secretary to review the proper procedures for collection.
3. Classroom teachers are not allowed to collect money without receipting or having a signature sheet for collection. Again, it is mandatory that permission/approval from the principal is granted, and a meeting is required with the school secretary prior to collecting any monies to ensure proper procedures are followed.



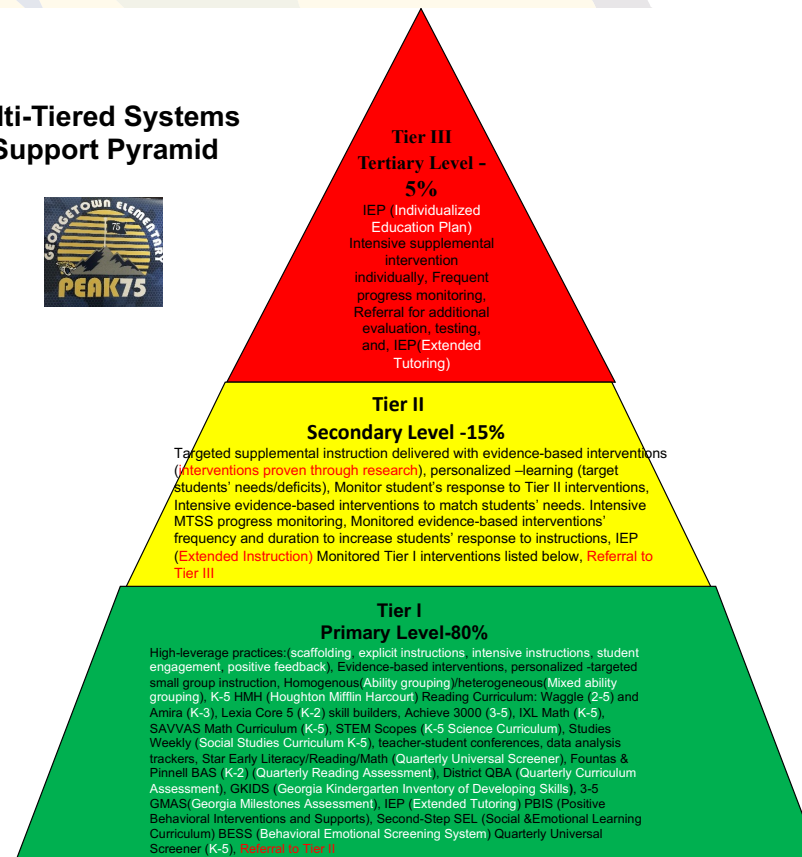


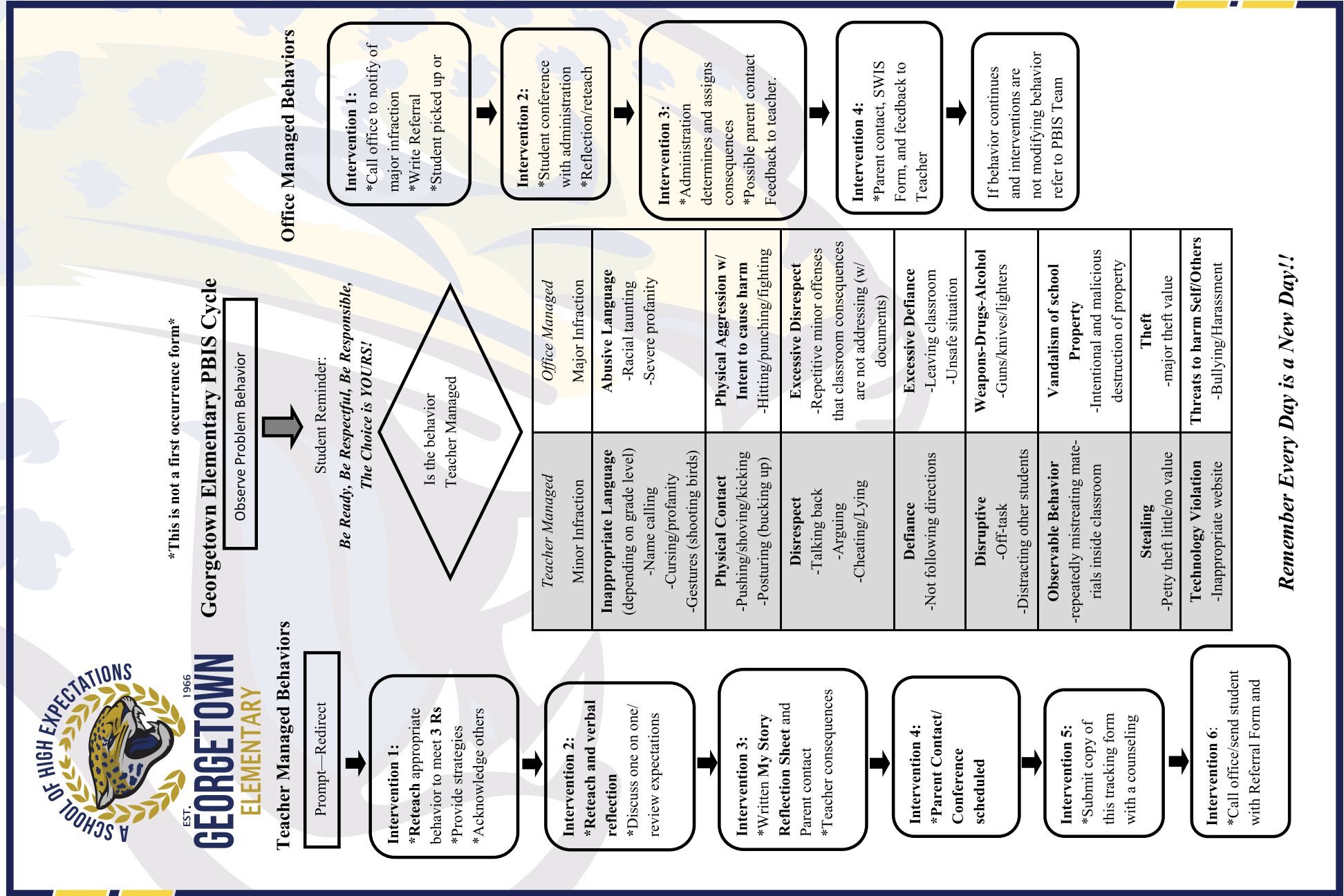
## MONEY COLLECTION (CONT...)

4. If you are collecting money but are not receipting the money, or have a signature sheet, you are in violation of district policy. Receipt books will be issued to grade chairs each year when it is time for an activity/fundraiser. If it is decided that another grade group member will be responsible for the book, all administrators and the secretary must be notified immediately prior to any monetary transactions or usage. The receipt books must be signed out the beginning of the activity/fundraiser and signed back in after the activity/fundraiser. This is to be done by the school secretary. THE RECEIPT BOOK IS TO BE KEPT IN A SAFE PLACE AS NOT TO GET LOST OR STOLEN. You will be held responsible for any missing receipt books, signature pages, receipts, etc.

## MTSS MULTI-TIERED SYSTEMS OF SUPPORT PYRAMID

### Multi-Tiered Systems of Support Pyramid





*Remember Every Day is a New Day!!*



## **POSITIVE BEHAVIOR INTERVENTION SUPPORT (PBIS)**

PBIS is an evidence based, data-driven framework proven to reduce disciplinary incidents, increase a school's sense of safety, improve school climate, and support academic outcomes of all students.

### **GEORGETOWN EXPECTATIONS 2022-2023**

Be Ready  
Be Respectful  
Be Responsible

### **2022-2023 TARGET AREAS**

Cafeteria  
Bus  
Classrooms

## **PROMOTION - RETENTION**

- A promotion/retention committee will decide whether a student is retained.
- The teacher will be asked to identify any students they believe should be retained and must present to the committee, academic/attendance evidence that will support their recommendation.
- The committee will make the final decision after examination of the appropriate documentation.
- All 3rd & 5th grade students are subject to possible retention as a result of the Georgia Milestones Assessment.

Remember: Grades are important. It is difficult to justify to parents that their child should be retained when they have passing grades on the report card/ progress report.

## **PTO**

1. All faculty & staff are expected to attend all PTO meetings.
2. All staff are encouraged to join PTO for \$5.00.
3. All certified staff are to follow the schedule for PTO attendance.
4. All certified staff must sign in at the table upon arrival. Do not sign in for anyone else.
5. Please communicate to the principal in advance, if you have a conflict and will not be able to attend.



## RECESS

1. Teachers/Paraprofessionals are to take their classes for recess according to the master schedule.
2. The gym will not be available when P.E. classes are scheduled.
3. Recess should only be once a day. Students should have recess unless weather does not permit (rain, extreme heat or cold).
4. Be aware of severe heat or cold and adjust your time accordingly.
5. Students are to be supervised at all times during recess. Recess is an inappropriate time to do any type of paperwork, talk on the cell phone, text, or engage in any behavior that will distract your attention from the students.
6. Recess is not a time for students to get work completed. If more time is needed for work completion, arrange for after school detention.

## SENDING STUDENTS TO THE OFFICE

- Students are only to be sent to the office for MAJOR OFFENSES. Please refer to the discipline matrix.
- Teachers are to handle MINOR OFFENSES in the classroom. Please refer to the PBIS discipline plan.
- If student push, slap, pinch or fight at recess, class, hallway, or any location on campus, please do not send these students to the office by themselves or with another student.
- Please refrain from yelling, using sarcasm or agitating a student.
- **NEVER PLACE YOUR HAND ON A STUDENT, ESPECIALLY WHEN REPRIMANDING.**
- **NEVER PHYSICALLY MOVE A STUDENT TO ANOTHER AREA. ASK THEM TO MOVE.** (Call the office for assistance if needed.)

## SOCIAL DUES

It is requested that every employee pay \$20.00 social dues. The dues can be paid in one lump sum or in installments of \$10 for 2 months or \$5 for 4 months. The dues will be used as indicated below. If an employee chooses not to participate, it is understood that they nor their family members will receive acknowledgments pertaining to the categories below.

- Teacher/Classified Employee of the Year- will be recognized with a reception at the school.
- Retirements-Retirees will be recognized at our end of the year luncheon.
- Resignations-Resignations are voluntary of the person resigning. The school does not host anything for resignations. However, as always, individuals are free to acknowledge in whatever way they choose to after school hours on their own time.
- Baby/Wedding Showers is the responsibility of the grade level on which the employee serves.
- Extreme Losses | Faculty & Staff- (ex. home fire, tornado) the faculty will collect funds/donations to assist.
- Extreme Losses | Students- (ex. home fire, tornado) it will be the responsibility of the teacher and/or grade level to collect funds if inclined to do so.



## **SOCIAL MEDIA**

Please be careful how you use social media! **Posting negative comments on social media regarding the school, students, parents, school personnel/situations, and district personnel/situations can possibly result in administrative intervention.**

## **STUDENT ATTENDANCE PROCEDURES**

- Students will be dismissed to grade level hallways at 7:15 a.m. Students are to enter the classrooms at 7:45 a.m. sharp. Teachers are to stand at their door at 7:15 a.m. and greet their students.
- Students that are not in the classroom by the 7:45 a.m. bell are considered tardy.
- Students and parents are to report to the office to receive a tardy slip. Any student without a tardy slip should be sent back to the office.
- Teachers are to keep excuses and write the student's name and date of the excused absence on the form. Teachers are to notify the attendance clerk when changes are to be made based on excused absences daily.
- If there is a problem with chronic tardiness or absenteeism teachers must notify the school counselor as soon as possible.

## **STUDENT CHECKOUTS**

1. Students who must leave school during the school hours must be signed out through the office. The office clerk will call for you to send the student to the office with their belongings. If a parent request to see you, the parent will be required to get a visitor's pass and the clerk will notify you that the parent is on the way to the classroom.
2. Do not allow parents or relatives to take students from your classroom or enter your classroom without a visitor's pass. Refer them back to the office and we will call your classroom for the student.

## **STUDENT DISMISSAL**

School will be dismissed at 2:15 p.m.

### **ORDER OF DISMISSAL:**

1. Car riders
2. Daycare
3. Buses
4. After School Program
5. Walkers





## **STUDENTS: MORNING - BEFORE SCHOOL**

Students will enter the building at 7:15 a.m. They are to report directly to the cafeteria if they are eating breakfast at school. Those that choose not to eat will report to the front lobby. They will sit quietly and should have a book to read if they are not eating breakfast or they are to report to the Morning Scholars Club to use Lexia Core 5 and Achieve 3000. Students should not sit and socialize or run around the building. The Leader on Meet and Greet duty will be held accountable for the behavior of the students that he/she are supervising.

## **SUBSTITUTES POLICIES AND PROCEDURES**

Every classroom teacher must have a readily available folder of information for use by substitute teachers. The materials in this folder are to be kept current and rolls are to be updated whenever there is a change in your rolls.

### **SUB FOLDER**

**AT A MINIMUM, YOUR FOLDER IS TO CONTAIN:**

- Accurate rosters for each class you teach
- Seating charts for each class you teach
- A copy of your daily teaching schedule
- An explanation of any special duties you may perform for your team/hall/etc.
- Any special instructions for class changes, lunch procedures, etc.
- Directions for calling the office in an emergency
- Names of teachers on your team/hall who can assist with questions, problems, etc.
- At least three emergency learning plans that could be followed by a substitute who has no experience with your subject area. (A copy of the weekly sheet you keep in your learning plans notebook is not sufficient as a learning plan for a substitute.) Once used, these plans are to be replaced with new ones
- A copy of the “emergency evacuation” MAP for your room

## **SUPERVISION OF STUDENTS**

1. SUPERVISION IS THE RESPONSIBILITY OF THE TEACHER.
2. No matter what class the student is assigned to, or where they are on campus, the teacher in charge must take responsibility for all students.
3. To ignore or condone misconduct by students is considered “neglect” by the teacher.
4. All faculty/staff must ensure that students under their direction are supervised at all times. If you must leave your duty station or classroom, it is your responsibility to ask a fellow colleague or the principal/assistant principal to cover for you until you return.



## **SUPERVISION OF STUDENTS (CONT...)**

5. While your class is on the playground please provide supervision. This is not the proper time to grade papers, talk on the cell phone, or do any other task that will take your attention from your students. Be proactive. If you see behavior that could result in injury or mishap, intervene immediately.
6. Your class should never be left unsupervised inside or outside the building.
7. Students are not to “take names.” If they must be timed out, you are to time them out in your room or in the classroom of another teacher on your grade level.
8. Students are not to be sent to other classrooms as “help” in that classroom. Students are to be in their classrooms receiving instruction.
9. Students are not to be placed outside the classroom in the hallway without supervision. You will be held responsible if he/she walks away or off campus.

## **TEXTBOOKS**

1. Inform the secretary and textbook manager (Media Specialist) when a student has lost a textbook.
2. You will be given the cost of the book to inform the parent.



## VEHICLE PICK UP TAG PROCESS

# 2023 - 2024



### Georgetown Elementary School's Student Vehicle Pickup Tag Process

To enhance school security, Georgetown uses vehicle pickup tags (VPUT) to quickly identify vehicles that are authorized to pick up students after school. Here are the guidelines.

- Hang the tag from the arm of the rear-view mirror with the assigned number facing front allowing school staff to quickly identify your student for pickup. The tags for the 2023-2024 school year are yellow and blue in color, numbered, and dated 2023-2024.
- Parents/Legal Guardians are assigned their VPUT by the school's clerk in the front office.
- It is the parent/legal guardian's responsibility to ensure the security of the VPUT.
- A student(s) will not be released if the VPUT is not the official Georgetown Elementary issued VPUT. Homemade VPUTs, word-of-mouth, and failure to transfer the VPUT to another vehicle or approved pickup adult jeopardizes the safety of students and compromises the security of Georgetown's drop-off and pickup system.
- A vehicle should not enter the vehicle pickup line without the properly issued Georgetown VPUT. You will be asked to leave the line, enter the building and to present a valid state issued identification to verify if you are an authorized adult to pickup a student.
- There is a \$5 charge to replace a VPUT.

**STUDENT'S SAFETY IS OUR MAIN CONCERN, AND WILL NOT, UNDER ANY CIRCUMSTANCES BE COMPROMISED BECAUSE PARENTS/GUARDIANS FAILED TO ADHERE TO THE SAFETY PROTOCOLS OF GEORGETOWN ELEMENTARY'S STUDENT PICKUP PROCEDURES.**



## WORKER'S COMPENSATION

### OFFICIAL NOTICE

This business operates under the Georgia Workers' Compensation Law.

#### WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases the employer will also pay a part of the worker's lost wages.

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80).

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim.

A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician, whenever feasible. (See Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change to another doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

State Board of Workers' Compensation  
270 Peachtree Street, N.W.  
Atlanta, Georgia 30303-1299  
404-656-3818  
or 1-800-533-0682  
<http://www.sbwcc.georgia.gov>

#### Muscogee County School District - 1/14/19

1. Occupational Medicine of Columbus Jack Sherrer (Occupational Medicine)	7301 North Lake Drive Columbus, GA 31909	706.221.1600
2. Chattahoochee Valley Family Medicine Tania Edwards, DO (Family Medicine)	7413 Whitesville Road #700 Columbus, GA 31904	706.507.7707
3. John Henderson Family Practice John M. Henderson, DO (General Practice)	1900 10th Ave #320 Columbus, GA 31901	706.323.5717
4. The Hughston Clinic Kurt E. Jacobson (Orthopedic Surgery) David C. Rehak, MD (Orthopedic Surgery) John D. Dorchak, MD (Orthopedic Surgery) Garland K. Gudger Jr., MD (Orthopedic Surgery)	6262 Veterans Parkway Columbus, GA 31909	706.324.6661
5. Emanuel Wilkes MD, PC Emanuel Wilkes, MD (Ophthalmology)	822 22nd Street Columbus, GA 31904	706.327.9965
6. Acute Care Emergence (Occupational Medicine/Industrial Clinic)	7901 Veterans Parkway Columbus, GA 31909	706.221.6800
7. Southeast Brain & Spine Surgery (Neurosurgery)	1538 13th Avenue b300 Columbus, GA 31901	706.321.9300
8. Kandra Williams Watson, MD (Family Medicine)	101 13th St #200 Columbus, GA 31901	706.494.4949

(Additional doctors may be added on a separate sheet)  
The insurance company providing coverage for this business under the Workers' Compensation Law is:

GSBA  
PO Box 465328, Lawrenceville, GA 30042 - 888-245-4722

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbwcc.georgia.gov>  
Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation (O.C.G.A. §34-9-18 and §34-9-19).

WC-P1 (7/2006)





## WORKER'S COMPENSATION (CONT...)

### GEORGIA STATE BOARD OF WORKERS' COMPENSATION

#### BILL OF RIGHTS FOR THE INJURED WORKER

As required by law, O.C.G.A. § 34-9-81.1, this is a summary of your rights and responsibilities. The Workers' Compensation Law provides you, as a worker in the State of Georgia, with certain rights and responsibilities should you be injured on the job. The Workers' Compensation Law provides you coverage for a work-related injury even if an injury occurs on the first day on the job. In addition to rights, you also have certain responsibilities. Your rights and responsibilities are described below.

#### Employee's Rights

1. If you are injured on the job, you may receive medical rehabilitation and income benefits. These benefits are provided to help you return to work. Your dependents may also receive benefits if you die as a result of a job-related injury.
2. Your employer is required to post a list of at least six doctors or the name of the certified WC/MCO that provides medical care, unless the Board has granted an exception. You may choose a doctor from the list and make one change to another doctor on the list without the permission of your employer. However, in an emergency, you may get temporary medical care from any doctor until the emergency is over, then you must get treatment from a doctor on the posted list.
3. Your authorized doctor bills, hospital bills, rehabilitation in some cases, physical therapy, prescriptions, and necessary travel expenses will be paid if injury was caused by an accident on the job. All injuries occurring on or before June 30, 2013 shall be entitled to lifetime medical benefits. If your accident occurred on or after July 1, 2013 medical treatment shall be limited to a maximum of 400 weeks from the accident date. If your injury is catastrophic in nature you may be entitled to lifetime medical benefits.
4. You are entitled to weekly income benefits if you have more than seven days of lost time due to an injury. Your first check should be mailed to you within 21 days after the first day you missed work. If you are out more than 21 consecutive days due to your injury, you will be paid for the first week.
5. Accidents are classified as being either catastrophic or non-catastrophic. Catastrophic injuries are those involving amputations, severe paralysis, severe head injuries, severe burns, blindness, or of a nature and severity that prevents the employee from being able to perform his or her prior work and any work available in substantial numbers within the national economy. In catastrophic cases, you are entitled to receive two-thirds of your average weekly wage but not more than \$575 per week for a job-related injury for as long as you are unable to return to work. You also are entitled to receive medical and vocational rehabilitation benefits to help in recovering from your injury. If you need help in this area call the State Board of Workers' Compensation at (404) 656-3818.
6. In all other cases (non-catastrophic), you are entitled to receive two-thirds of your average weekly wage but not more than \$575 per week for a job related injury. You will receive these weekly benefits as long as you are totally disabled, but no longer than 400 weeks. If you are not working and it is determined that you have been capable of performing work with restrictions for 52 consecutive weeks or 78 aggregate weeks, your weekly income benefits will be reduced to two-thirds of your average weekly wage but no more than \$383 per week, not to exceed 350 weeks.
7. When you are able to return to work, but can only get a lower paying job as a result of your injury, you are entitled to a weekly benefit of not more than \$383 per week for no longer than 350 weeks.
8. Your dependent(s), in the event you die as a result of an on-the-job accident, will receive burial expenses up to \$7,500 and two-thirds of your average weekly wage, but not more than \$575 per week. A widowed spouse with no children will be paid a maximum of \$230,000. Benefits continue until he/she remarries or openly cohabits with a person of the opposite sex.
9. If you do not receive benefits when due, the insurance carrier/employer must pay a penalty, which will be added to your payments.

#### Employee's Responsibilities

1. You should follow written rules of safety and other reasonable policies and procedures of the employer.
2. You must report any accident immediately, but not later than 30 days after the accident, to your employer, your employer's representative, your foreman or immediate supervisor. Failure to do so may result in the loss of the benefits.
3. An employee has a continuing obligation to cooperate with medical providers in the course of their treatment for work related injuries. You must accept reasonable medical treatment and rehabilitation services when ordered by the State Board of Workers' Compensation or the Board may suspend your benefits.
4. No compensation shall be allowed for an injury or death due to the employee's willful misconduct.
5. You must notify the insurance carrier/employer of your address when you move to a new location. You should notify the insurance carrier/employer when you are able to return to full-time or part-time work and report the amount of your weekly earnings because you may be entitled to some income benefits even though you have returned to work.
6. A dependent spouse of a deceased employee shall notify the insurance carrier/employer upon change of address or remarriage.
7. You must attempt a job approved by the authorized treating physician even if the pay is lower than the job you had when you were injured. If you do not attempt the job, your benefits may be suspended.
8. If you believe you are due benefits and your insurance carrier/employer denies these benefits, you must file a claim within one year after the date of last authorized medical treatment or within two years of your last payment of weekly benefits or you will lose your right to these benefits.
9. If your dependent(s) do not receive allowable benefit payments, the dependent(s) must file a claim with the State Board of Workers' Compensation within one year after your death or lose the right to these benefits.
10. Any request for reimbursement to you for mileage or other expenses related to medical care must be submitted to the insurance carrier/employer within one year of the date the expense was incurred.
11. If an employee unjustifiably refuses to submit to a drug test following an on-the-job injury, there shall be a presumption that the accident and injury were caused by alcohol or drugs. If the presumption is not overcome by other evidence, any claim for workers' compensation benefits would be denied.
12. You shall be guilty of a misdemeanor and upon conviction shall be punished by a fine of not more than \$10,000.00 or imprisonment, up to 12 months, or both, for making false or misleading statements when claiming benefits. Also, any false statements or false evidence given under oath during the course of any administrative or appellate division hearing is perjury.

The State Board of Workers' Compensation will provide you with information regarding how to file a claim and will answer any other questions regarding your rights under the law. If you are calling in the Atlanta area the telephone number is (404) 656-3818, outside the metro Atlanta area call 1-800-533-0682, or write the State Board of Workers' Compensation at: 270 Peachtree Street, N.W., Atlanta, Georgia 30303-1299 or visit our website: <http://www.sbwcc.georgia.gov>. A lawyer is not needed to file a claim with the Board; however, if you think you need a lawyer and do not have your own personal lawyer, you may contact the Lawyer Referral Service at (404) 521-0777 or 1-800-237-2629.

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbwcc.georgia.gov> Willfully making a false statement for the purpose of obtaining or denying benefits is a crime subject to penalties of up to \$10,000.00 per violation (O.C.G.A. § 34-9-18 and § 34-9-19).

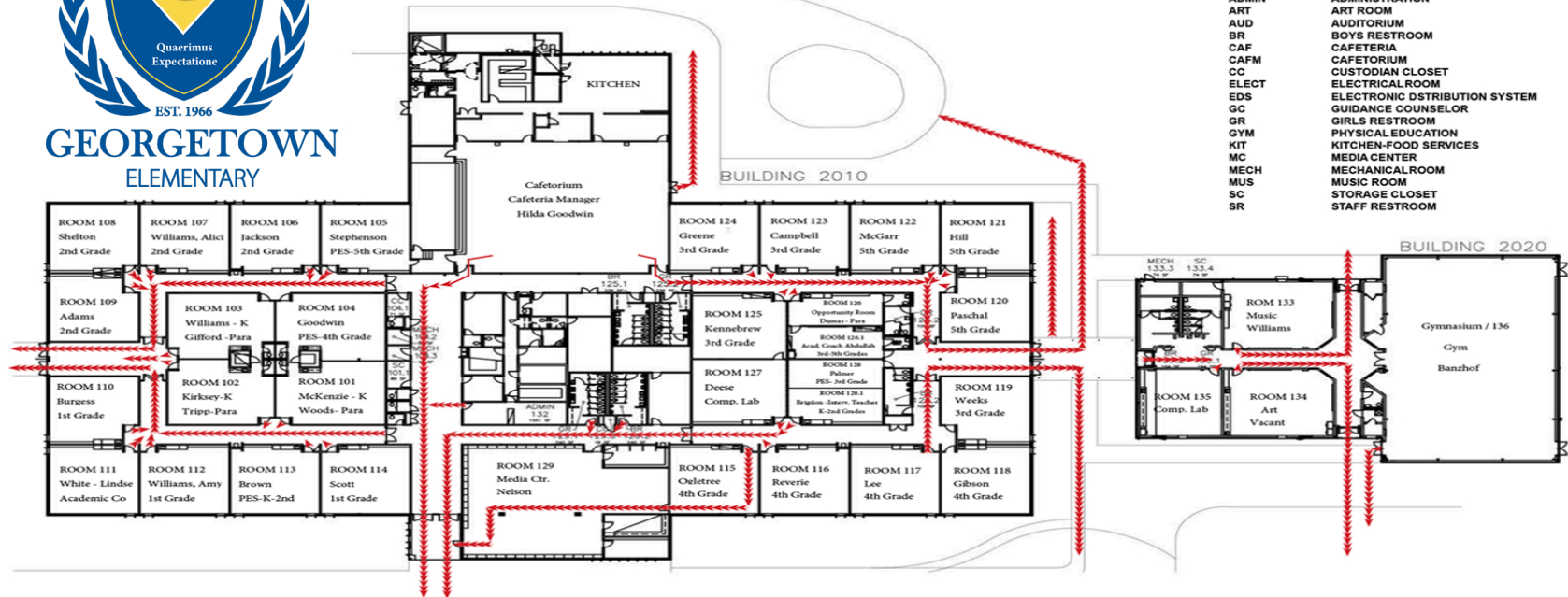




# GEORGETOWN ELEMENTARY SCHOOL

954 HIGH LANE,  
COLUMBUS, GA 31907

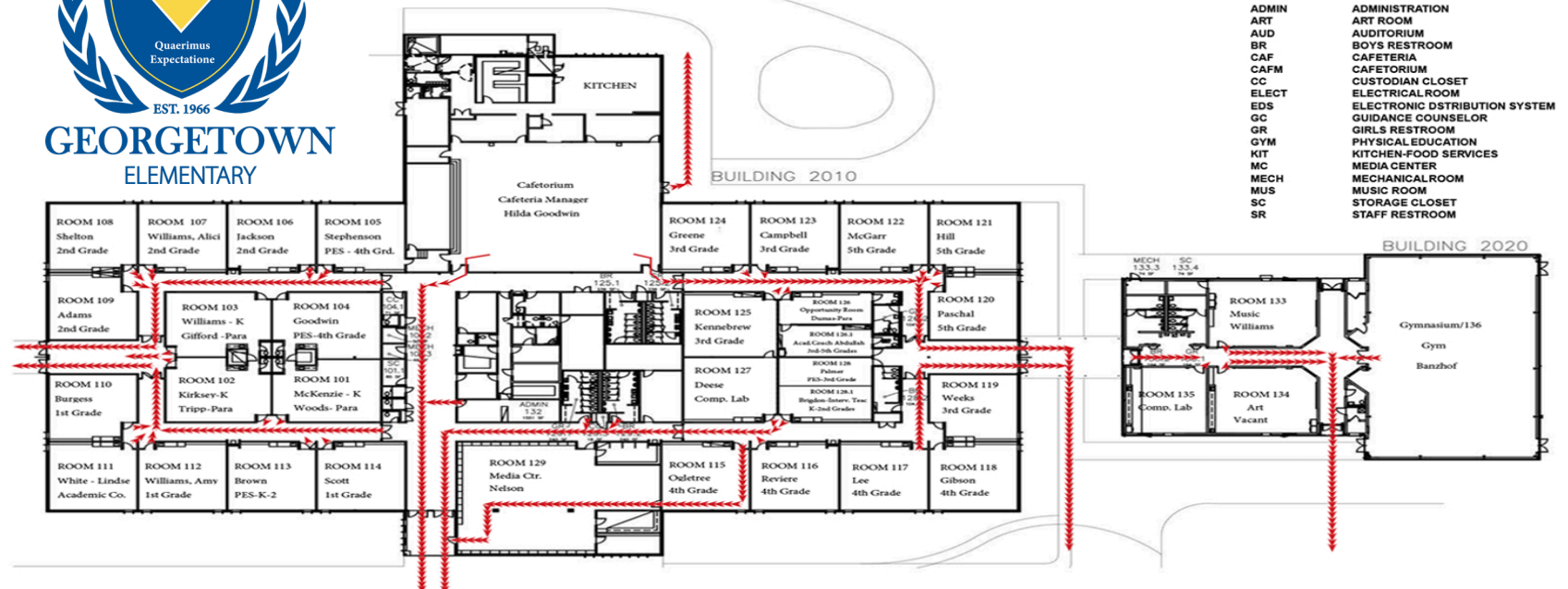
## Georgetown Elementary Fire Evacuation Map



# GEORGETOWN ELEMENTARY SCHOOL

954 HIGH LANE,  
COLUMBUS, GA 31907

## Georgetown Elementary Fire Evacuation Alternate Route Map





# AUGUST '23



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024


SUN	MON	TUE	WED	THU	FRI	SAT
All monthly staff meeting begin at 3PM	PLC's every Tuesday Kdg., 1st 2nd and 4th grade level meetings every Wednesday during	1 Teacher Planning/Staff Development	2 Teacher Planning/Staff Development System Wide Verification	3 Teacher Planning/Staff Development	4 Teacher Planning/Staff Development	5
6	7 Teacher Planning/Staff Development (3-5) K-2 School Begins Leadership Meeting 3PM	8 3-5 School Begins	9	10	11	12
13	14 Tier 2 Team Meeting	15	16	17	18	19 19
20	21 Leadership Meeting 3 PM	22 PES Parent Meeting 8 AM K-5 Parent Meetings 5-6:30 PM	23	24	25	26
27	28 PBIS Meeting 3 PM	29	30	31 Back to School Bash/ Open House Tailgate Style		



# SEPTEMBER '23



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024

SUN	MON	TUE	WED	THU	FRI	SAT
<p>All monthly staff meetings begin at 3PM</p> <p>PLC's every Tuesday</p>	<p>Kdg., 1st, 2nd and 4th grade level meetings every Wednesday during planning</p>				<p>1</p> <p>PBIS Celebration</p>	<p>2</p>
<p>3</p>	<p>4</p> <p>Labor Day</p> 	<p>5</p> <p>Leadership Meeting 3PM</p>	<p>6</p>	<p>7</p> <p>Progress Reports</p>	<p>8</p>	<p>9</p>
<p>10</p>	<p>11</p> <p>Towne Hall Meeting 9AM</p>	<p>12</p>	<p>13</p>	<p>14</p>	<p>15</p>	<p>16</p>
<p>17</p>	<p>18</p> <p>Tier 2 Team Meeting</p> <p>Leadership Meeting 3PM</p>	<p>19</p>	<p>20</p>	<p>21</p>	<p>22</p>	<p>23</p>
<p>24</p>	<p>25</p> <p>PBIS Meeting 3PM</p>	<p>26</p>	<p>27</p>	<p>28</p>	<p>29</p>	<p>30</p>



# OCTOBER'24



## GEORGETOWN FACULTY & STAFF CALENDAR

### 2023-2024



SUN	MON	TUE	WED	THU	FRI	SAT
All monthly staff meetings begin at 3PM	PLC's every Tuesday	Kdg., 1st, 2nd and 4th grade level meetings every Wednesday during planning.				
1	2 Leadership Meeting 3PM	3	4	5	6 Virtual Learning Day	7
8	9 Teacher Planning/Staff Development/No students Tier 2 Team Meeting	10 Towne Hall Meeting 9AM	11	12	13 PBIS Celebration Report Cards	14
15	16 Leadership Meeting 3PM Boss's Day	17	18 John B. Amos Donation Activities	19	20	21
22	23 PBIS Meeting 3PM	24	25 Red Ribbon Week	26	27 Trunk or Treat	28
29	30	31 Relay for Life Halloween Dance 3-5 Chips/Drinks				



# NOVEMBER '23



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024

SUN	MON	TUE	WED	THU	FRI	SAT
All monthly Staff Meetings start at 3PM PLC's every Tuesday	Kdg., 1st, 2nd and 4th grade level meetings every Wednesday during planning					
			1	2	3 PBIS Celebration	4
5	6 Leadership Meeting 3PM	7	8 Reading Night 5-7:30 PM Snacks	9	10 	11
12	13 Progress Reports Towne Hall Meeting 9AM Tier 2 Team Meeting	14	15	16 70's Day	17 Spelling Bee 8AM 2 trophies/Snacks 3 judges	18
19	20	21	22	23  Happy Thanksgiving	24	25
26	27 PBIS Meeting 3PM	28 Leadership Meeting 3PM	29	30		












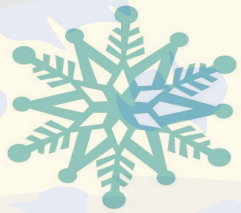


# DECEMBER '23



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024



SUN	MON	TUE	WED	THU	FRI	SAT
PLC's every Tuesday Kdg., 1st, 2nd and 4th grade level meetings every Wednesday during planning	All Monthly Staff meetings begin at 3PM				1  PBIS Celebration	2
3	4  Leadership Meeting 3PM	5	6	7	8  International Day/ Cultural Festival	9
10	11 Towne Hall Meeting 9AM  Tier 2 Team Meetins	12	13  Relay for Life Jeans Week \$20	14	15	16
17	18  Leadership Meeting 3PM	19 2nd Grade Indian Wax Musuem  PBIS Meeting 3PM	20	21  	22  	23  
24  	25  	26  	27  	28  	29  	30
31						



# JANUARY '24



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024


SUN	MON	TUE	WED	THU	FRI	SAT
All Monthly Staff Meetings begin at 3PM PLC's every Tuesday Kdg., 1st, 2nd and 4th grade level meetings every Wednesday during planning	1 NO School 	2 NO School	3 Teacher Planning/Staff Development Leadership Meeting 9AM	4	5 PBIS Celebration	6
7	8 Report Cards Towne Hall Meeting 9AM Tier 2 Team Meeting	9	10	11	12	13
14	15 	16 Leadership Meeting 3PM	17	18	19 100th Day of School	20
21	22 PBIS Meeting 3PM	23	24 Math Night 5-7:30 PM Snacks	25	26	27
28	29	30	31	Grade Level Mtgs.		
Second Step Schedule Lesson 17	PBIS Mtg.					

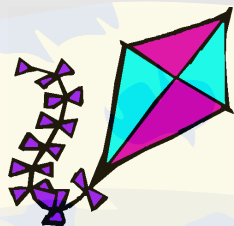


# FEBRUARY '24



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024

SUN	MON	TUE	WED	THU	FRI	SAT
All Monthly Staff Meetings begin at 3PM PLC's every Tuesday	Kdg., 1st, 2nd and 4th grade level Meetings every Wednesday during planning			1	2 PBIS Celebration	3
4	5 Leadership Meeting 3PM	6 Progress Reports	7	8	9 2nd Annual Mardi Gras Parade	10
			Candy Grams			
11	12 Tier 2 Team Meeting	13	15	15 Battle of the Bands	16 Teacher Planning/Staff Development Relay for Life Valentine Dinner 5 Food/Photo Booth	17
			Kindness Week			
18	19  Presidents' Day	20 Leadership Meeting 3PM	21	22	23 Black History Month Spirit Week	24
25	26 PBIS Meeting 3PM	27	28 4th Grade Wax Museum During School Hours Black History Month Spirit Week	29 Black History Month Program		

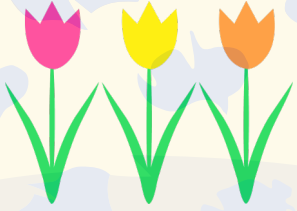


# MARCH '24



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024

SUN	MON	TUE	WED	THU	FRI	SAT
All Monthly Staff Meetings begin at 3PM PLC's every Tuesday Kdg., 1st, 2nd and 4th grade level meetings every Wednesday during planning					1 PBIS Celebration	2
3	4 Leadership Meeting 3PM	5	6 i-ready March Madness Read Across America week	7	8	9
10	11 Tier 2 Team Meeting	12	13 Report Cards	14	15	16
17	18 Leadership Meeting 3PM	19	20	21	22	23
24	25 PBIS Meeting 3PM	26	27	28	29	30
31						



# APRIL '24



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024

SUN	MON	TUE	WED	THU	FRI	SAT
All Monthly Staff Meetings begin at 3PM PLC's every Tuesday Kdg., 1st, 2nd and 4th grade level meetings every Wednesday during planning Games Show Style GMAS Prep	1	2	3 Asst. Principal's Day	4	5	6
			Spring Break			
7	8  Leadership Meeting 3PM	9	10	11	12  PBIS Celebration	13
14	15  Tier 2 Team Meeting	16	17	18  Progress Reports	19	20
21	22  PBIS Meeting 3PM	23  Leadership Meeting 3PM	24  Administrative Assistants's Day	25	26	27
28	29	30				






# MAY '24



## GEORGETOWN FACULTY & STAFF CALENDAR 2023-2024

SUN	MON	TUE	WED	THU	FRI	SAT
All Monthly Staff Meetings begin at 3PM PLC's every Tuesday Kdg., 1st, 2nd and 4th grade level meetings every Wednesday during planning			1 School Principal's Day	2	3 PBIS Celebration	4
5	6 Leadership Meeting 3PM Nurse's Day	7	8 Teacher Appreciation Week	9	10 FIELD DAY	11
12	13 Middle School Signing Day/Wear Middle School logo Tier 2 Team Meeting	14 1st Grade Awards 9AM Field Trip	15 3rd Grade Awards 9:30 AM Twin Day 5th Grade Spirit Week	16 Kdg. Graduation 8:30 AM 80's/90's Day 2nd Grade Awards 12:30 PM	17 5th grade Awards 9AM Sneaker Ball Following Awards Grand Finale/5th Grade Walk 4th grade Awards 12:30	18
19	20 Leadership Meeting 3PM	21 Last Day of School	22 Teacher Post Planning PBIS Meeting 9AM	23 Teacher Post Planning/ Last Day for Teachers	24	25
26	27 	28	29	30	31	



## Georgetown Faculty and Staff Birthday Calendar

### January

07 Anthony Kennebrew

### February

01 James Murdock

02 Patricia Upshaw

04 Michael Forte

04 Latrice Griggs

10 Tameka Sanders

### March

02 Terrance Ogletree

02 Amy Williams

06 Lucia Burgess

11 Andrea Kennedy

20 Abby Bridgon

24 Charlene Williams

27 Heather Tribble

### April

07 Keaire Reese

13 Chelsey Banks

23 Patsy Dumas

### May

04 Melanie Phillips

12 Hilda Goodwin

24 Bonnie Upshaw

### June

02 Paula Distin

15 Sharon Paschal

16 Breuna Hill

28 Jennifer Duke

30 LaToya Sumbry

### July

09 Dessie Hill

29 Ashley Greene

### August

04 Wisteria Williams

05 Latrice Vaughn-Talbert

18 Gabrielle Bryant

19 Mark Hogg

26 Dionne Bolden

26 Terri Massa

30 Keisha Goodwin

### September

01 Chinitta Haynes

08 Tiffany Coles

21 Lydia Winston

22 Lee Gibson

25 Patricia Gartman

30 May Flowers

### October

### November

10 Jacqueline Johnson

16 Sonya Dunn Robinson

23 Dorothy Reviere

25 Jasmine Moore

### December

02 Alicia Williams

06 Richard Berklin

12 Diane Lee

15 Amy Nelson

17 Jeanette Deese



2023-24

## School Year Calendar

July 2023						
Su	Mo	Tu	We	Th	Fr	Sa
						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 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					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

- 3-31 Summer Break  
4 Independence Day Observed

- 1-4 Teacher Planning/Staff Development Days(PK-2)  
1-7 Teacher Planning/Staff Development Days(Secondary)

- 4 Labor Day  
7 Progress Report

- 2-7 System-wide Verification Days  
7 In-person grades PK-2(Phase-1n)  
8 1st Day of School/ 1st Semester Begins

October 2023						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
20	23	24	25	26	27	28
29	30	31				

November 2023						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2023						
Su	Mo	Tu	We	Th	Fr	Sa
					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						

- 6 Virtual Learning Day(No school PK-2)  
9 Teacher Planning/Staff Development Day  
11 End of 1st Nine Weeks  
13 Report Cards

- 10 Veterans Day  
13 Progress Reports  
20-24 Thanksgiving Break

- 20 1st Semester Grading Period Ends  
21-29 Winter Break

- 1-2 Winter Break  
3 Teacher Planning/Staff Development  
4 2nd Semester Begins  
8 Report Cards  
15 Martin Luther King Jr. Day

- 6 Progress Report  
16 Teacher Planning/Staff Development  
19 Presidents Day

- 11 End of 3rd Nine Weeks  
13 Report Cards

January 2024						
Su	Mo	Tu	We	Th	Fr	Sa
	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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
				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		

March 2024						
Su	Mo	Tu	We	Th	Fr	Sa
					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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
		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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
			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 2024						
Su	Mo	Tu	We	Th	Fr	Sa
						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						

- 1-5 Spring Break  
18 Progress Reports

- 15-18 Graduation  
21 Last Day of Schoo/Report Cards (Elementary)

- 3-28 Summer Break

- 22-23 Teacher Post Planning  
23 Report Cards(Secondary)  
24-31 Summer Break  
27 Memorial Day

Student/Teacher holiday

Semester Start Dates

Teacher Planning/Staff Development/Student Holiday

Virtual Learning Day

Progress Reports/Report Cards

In-person Phase-In for Students