

Atlanta Area School for the Deaf

Staff Handbook

2009-2010



Excellence Everyday:

That's the Panther Way!

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ASBESTOS WARNING STATEMENT

AASD recognizes the importance of safeguarding students, employees, and visitors by enforcing on-going preventative maintenance on asbestos containing materials. During any construction or remodeling project where asbestos containing material will be disturbed a protective barrier will be put up to designate a "confined" area. Setting up, working in, and final clearance of the confined area will be in accordance with the guidelines of the Georgia Department of Health and the United States Environmental Protective Association.

ATTENDANCE

Work hours for 10 month instructional staff are from 7:30 a.m. to 3:30 p.m. Frequent tardiness will be noted on your Georgia Teachers Duties and Responsibilities Instrument (GTDMI) and Performance Management Form (PMF) and could lead to consequences up to, and including, dismissal.

If you will be absent, contact Shelly Glenn at (404) 294-3572 as soon as you know, but no later than 7:00 a.m.

Staff should not be absent for more than 88 hours, or 11 days total, per school year. After 88 hours, you will be placed on a Corrective Action Plan (CAP). You may receive a "Needs Improvement" or "Did Not Meet" on your end-of-the-year evaluation depending upon attendance improvement and other factors. Consequences may include dismissal.

Leave before and/or after a holiday is prohibited unless there are extenuating circumstances.

No leave will be granted at all during CRCT week.

BEGINNING OF SCHOOL

Set up classroom - DO NOT MOVE FURNITURE WITHOUT APPROVAL and only use double-sided tape to put things on the wall.

Get Individual Education Plans (IEP's) from Don Galloway.

Access and review the Georgia Performance Standards (GPS) website for your grade level – www.georgiastandards.org.

Review the curriculum work that has already been done for your grade level.

Ask Content Specialists (Marrie Tronolone, Helen Malone and Sandy Huston if you are unsure of where to get materials.

Check the workroom for needed supplies. Don't feel as if you need to stock up for the year. We have a good system in place to keep up with your supply needs.

A key to your room, as well as the “keys” to open the building doors and the gates can be obtained from the school office.

For new staff: Go to the school office to have your picture taken for a temporary identification card. After school pictures are taken, a permanent identification card will be issued. This must be worn at all times while in school.

Teachers and paraprofessionals will ‘tap in’ and ‘tap out’ with their key card each morning and afternoon. Administrative staff and staff who work in the admin building will sign in and out each day at the front desk.

Call all of your students’ parents/guardians during preplanning to remind them about Registration on Saturday August 8, 2009 from 9 a.m. to 1 p.m. Teachers who have rotating classes will contact the families of students in their homeroom.

Write a letter to your students’ parents/guardians introducing yourself and telling a little about your classroom. This must go home in the Home Communication Envelope (Panther Pouch) on August 13, 2009.

Make a phone call to every parent/guardian in your homeroom sometime during the first month of school, preferably BEFORE there are any problems. Too often, the only times our families hear from us is when their child is in trouble.

Be patient with technology issues. It takes awhile to get all of those computers moved and hooked up.

CAFETERIA PROCEDURES/STAFF LUNCH TICKETS

Lunch tickets are only sold by Robin Jones in the business office. They can be purchased on Tuesdays and Thursdays from 7:30 a.m. to 8:30 a.m. and from 2:30 p.m. to 3:30 p.m. Robin is located in the Administration Building in Room 036. Lunch tickets are \$3.00 each and can be paid for in cash or with a check made out to the Georgia Dept. of Education. No money/checks are to be handled in the food service department.

The money for the lunch tickets provide a hot meal **OR** salad bar, **not both.** You can however, make yourself a small salad to go along with your lunch.

Follow the suggested serving size (do not take 10 chicken nuggets if the note says 6).

No ticket = No food whether it is a whole meal or a cookie.

CAMPUS ACCESS/FACILITIES USAGE

- Gates to the school are opened at 6:30 a.m.
- Staff must not be on campus past 7:30 p.m., Monday through Thursday.
- Staff must not be on campus past 6:00 p.m., on Fridays.
- Staff may not be on campus weekends except on SES Saturdays from 9:00 a.m. - 2:30 p.m., with the understanding that rooms may be in use for SES tutoring
- DO NOT go through any doors leading to Administration, Cafeteria, and Media Center during evenings or on weekends.

- For group events that may occur outside of normal hours as indicated above, the requests must go through the Business Office to insure that there is appropriate custodial coverage.

CERTIFICATION

*Standard renewal requirements:

Georgia Teacher and Service Certificates are valid for a 5-year period, during which time the following requirements must be met: 6 semester hours of college course work OR 10 credits of Georgia Professional Learning Units (PLU's) or a combination of college course work and PLU's.

If you desire to participate in any professional learning activities offered through off-campus training agencies, you must first get approval from both the School Principal and the School Director. Approval forms can be obtained either at the School Office or from Gail Allen, the Professional Learning Coordinator. Her office is in the Administration Building.

Off-campus transcripts for professional learning units can be copied and given to Gail Allen to be filed as a back up copy, if you choose.

Fingerprinting and a criminal background check are also required.

Paraprofessional certificates are also valid for a 5-year period and must meet the same requirements as those discussed above.

Required renewal forms can be downloaded at the Georgia Professional Standards Commission (PSC) website at www.gapsc.com or are available from the Professional Learning Coordinator (Gail Allen) at AASD. Completed application packets and supporting documentation must be submitted to the Professional Learning Coordinator for review before being forwarded to the PSC for renewal.

Your Professional Learning Coordinator should be your first source for answers regarding any questions and concerns you might have regarding certification issues. Other sources are the Georgia Professional Standards Commission website at www.gapsc.com and your PSC representatives at (404)232-2500. Push 1 and then 1 again when prompted. The wait time to talk with a PSC representative is usually under 2 minutes.

COMPUTERS AND PRINTERS

Printer Rules

DO	DON'T
Pick up what you printed ASAP.	Take your time to pick up what you just printed.
Print once, and then use the copy machine to make duplicates.	Print doubles and triples of the same thing.
Print only school life, academic, or job-related materials.	Print anything personal (including college or graduate schoolwork).
Check your stack to make sure you didn't pick up what someone else	Put what you want to discard on the pick-up basket next to the

printed. Put them in the basket next to the printer.	printer.
Recycle what you don't want to keep.	Throw away paper in non-recycling bin.
Use common sense and good judgment in deciding which email messages to print.	Print every email message you get or those that are irrelevant.
Use good conservative judgment about when to use the color printer.	Do not use the color printer for papers that do not need to be in color.

COMPUTER BASICS

AASD has two staff members to assist with computer and technical needs. In general, Ali Rashad will assist with computers, printers and network support. He also installs new software. Do NOT load any software on an AASD computer yourself. Joyce Fongbemi will assist with instructional technology and media such as document cameras (Elmo's), projectors and SmartBoards. She also assists with instructional software.

TRAINING ON COMPUTERS

You are responsible for determining in what areas you may need training. You should ensure that you receive the necessary training to know how to use the following programs:

SmartBoard
PowerSchool and PowerGrade
Microsoft Office (Excel and Word)
BoardMaker
Lotus Notes (AASD e-mail system)
AASD Portal
Shared Files

LAPTOPS

All full-time teachers are to receive a laptop. All laptops are the property of AASD. In the event that your employment is terminated by you or GaDOE, the laptop must be returned to AASD. If you plan to keep your laptop over the summer break with the intention of returning back to school in the fall, you may do so with prior approval from the Principal. Otherwise, turn them over to the AASD Technology Department. To prevent theft of your laptop at AASD, you must use the lock wire (and memorize the serial code). If you do not have a way to lock it up, see your supervisor.

- Do not add software to your laptop without the AASD technician's approval.
- Do not attempt to conduct repairs: give it to the AASD technician for repairs.
- Do not lend your laptop to anyone who works outside AASD. If stolen, you will be held financially responsible to cover the loss.
- You are responsible for backing up your files. The AASD technician will not be responsible for any lost data that is not on the network.
- All teachers should save their data to the network on their "T" drive on "My Computer." Take the time to go back occasionally to clean your saved work out to avoid filling up a server with documents that are not useful.

- You are expected to take attendance through PowerSchool daily. If you are an elementary school teacher, you will need to note attendance only once (unless a student is tardy- then note the change from absent to tardy). For others, you are expected to take attendance every period.

E-MAIL ETIQUETTE

E-mailing is a critical mode of communication at AASD. You are required to check your school e-mail at least twice daily. You will be held responsible for all information contained in e-mail. You are expected to respond back if required.

* You are expected to respond to parents and others outside of the school via e-mail within 24 hours. Be professional. If you have any questions about the appropriateness of your e-mail, send a copy to your supervisor to proofread before you send it.

* Do not use the school e-mail system to email personal business. Sharing news about birthdays, new births, etc. with staff is appropriate in limited amounts, but using the school e-mail system to work on outside businesses is inappropriate.

* When replying to an email, please hit "REPLY WITH HISTORY," so that the sender can recall the original question without going back to search for the original email. This saves everyone time and frustration.

* If you receive a group e-mail, do not hit "REPLY TO ALL" unless you believe the information is necessary for everyone in the group to read.

* WARNING - Our e-mail and Internet system have in place a filter that catches profanity and inappropriate words. Any sites that may seem inappropriate for children should not be searched on school computers.

* Teachers and paraprofessionals should not be on the computer during instructional time. Even during independent work time, the teacher should be walking around the room monitoring students working.

STUDENT COMPUTER USAGE

- All middle and high school students will have their log-on, password, and network drive/folder to save their work. They are responsible for memorizing them, but you should maintain a file of all of your students' user names and passwords in case they forget. Give the passwords for each student to the AASD technician.
- No student is permitted to get on a computer without his/her teacher's permission.
- Teachers and paraprofessionals must be present where they can easily supervise students' computer usage to ensure they are on task and not viewing inappropriate material.
- Monitor and control what students print.

VIDEOPHONE USAGE

* Videophones are available for staff and students in certain locations throughout the school. Students must be supervised on the videophones.

* Use good judgment regarding an appropriate time to use the videophone. It should not occur during times when you are expected to be teaching. If you're calling through the relay, be aware that there may be a time delay before the interpreter arrives, so factor that in when estimating your time requirements.

*Just as we do not interrupt hearing people who are on the phone, we should not interrupt deaf people who are on the videophone. Just because they can see you from where they are sitting does not mean you can engage in a conversation with them.

*Use the IP address for internal connection. Give the VP phone number for people calling from off campus to AASD.

CRIMINAL CHARGES

Please refer to the official State Schools Policy on Criminal Charges, Fingerprinting and Criminal Background Checks information located on the school network. As a condition of employment, employees at AASD are required to disclose the following information: any arrest, charge, or conviction for any crime, except for minor traffic offenses with fines of \$35.00 or less. This includes any drug-related charges, any charges related to driving under the influence, first offender pleas (regardless of whether the record has been expunged), and pleas of nolo contendere.

Procedure for Reporting Criminal Charges:

The employee must complete Section I of the State School Employee Report of Criminal Charge form and submit the form to the AASD Human Resources office by the end of the next business day following the date of the criminal charge (s). This office is located in the Administration Building.

AASD will retain the original form and fax a copy to the DOE Human Resources Office.

After final disposition of the charges, the employee must complete Section II of the State School Employee Report of Criminal Charge form and return it to AASD's Human Resources.

The complete original document will then be sent to the DOE Human Resources Office by AASD.

The State Schools Employee Report of Criminal Charges form will become part of the employee's personnel file.

CURRICULUM ORDERS

Question: What if I need to order something related to the curriculum for my class?

Short answer: Check with your content specialist or the media specialist. These people should know if what you are requesting is available "in house" or if you will need to submit an order or provide information for purchasing.

Most curriculum orders are placed in the spring. These include:

*Materials associated with subject adoptions (example: adoption of a new math series for elementary, adoption of a new textbook for Algebra I)

*Consumable materials which support series, adoptions (based on inventory of materials on hand such as handwriting materials, math workbooks, etc)

*Teacher materials (organization materials not available through Central Supply, consumable materials for student use not available through Central Supply, classroom

staples for consistently taught skills such as money, measurement tools, puzzles, drill and practice materials, center materials, etc)

*Student periodicals such as those from Scholastic, Time for Kids, Weekly Reader, etc.

*General materials to support the curriculum (example: series of books on a particular history topic, life cycle pictures, etc)

***Exceptions to the spring ordering schedule:**

*Creation of new classrooms which may require ordering of additional teacher materials.

*Shortages of consumables, adopted textbooks, etc., based on new students entering school or miscalculations of student needs;

*Needs for new teachers;

*Discovery of appropriate teaching materials based on recommendations from staff or training personnel;

*Ordering of classroom sets of books for group reading instruction;

*Specific requests for materials related to curriculum topics not found in the current collection.

The Content Specialists and Media Specialist will order consumables, student periodicals, and other general curriculum materials based on need.

DAILY EXPECTATIONS

*Student attendance must be entered into PowerSchool by 8:15 daily. If a student has been absent for more than three days, please e-mail Dona Harris with a copy to Don Galloway.

*Hearing Aid Checks must be completed by the homeroom teacher and posted outside the classroom doors by 8:30 daily.

*Early Childhood (EC) and Elementary students' bags need to be checked daily for correspondence from families.

*Students in Pre-School through 5th grade are expected to go outside for 30 minutes of recess daily unless the weather does not permit (below 37 degrees, raining, smog alert at orange etc.) Although free play is encouraged, teachers may need to give instruction in playground games at the beginning of school. Students must still be closely supervised at all times.

*There may be no more than one student in a bathroom at all times.

*Any student sent out of the classroom unescorted must have a Hall Pass. This includes going to Speech or Audiology.

*Middle School and High School teachers need to plan instruction so classes end on time. Holding a class for even a few minutes can affect other classes and can lead to students being unsupervised.

*Check e-mail at least two times per day (but not during instructional time).

*Check your mailbox daily.

EMERGENCY PREPAREDNESS

AASD has an extensive Emergency Preparedness Plan. A condensed version of this plan is available in Appendix E of this handbook under the heading Emergency Crisis/Action Plan.

A good Emergency Preparedness Plan is often revised and updated as problems and needs are identified and AASD's plan is no exception. These updates will generally be e-mailed to you. It is suggested that you start a file to store the updates as you receive them.

Every classroom should have a working flashlight located in a convenient area. Please make sure your flashlight is labeled with your classroom number or your office number. If you need a flashlight or batteries, please contact Faith Powell.

EQUITY STATEMENT

It is the policy of the Georgia Department of Education not to discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.

In accordance with Public Law 99-603, also known as the Immigration Reform and Control Act of 1986, the Department of Education employs only U.S. citizens and lawfully authorized alien workers. All persons hired by the Georgia Department of Education are required to verify identity and employment eligibility and must agree to undergo drug screening and a criminal background investigation.

FORMS

The following forms are available on the Portal.

*Leave Sheet Forms- need to be on GREEN colored paper.

*Repairs Request Form – Use this to request repairs and help with moving. Found on the Portal under Maintenance.

*Internal Order Form/Food Supply- Use this to order from the Kitchen.

*DOE Purchase Order Form- Use this to order from a store or a catalog.

*Central Supply Order Form- to order classroom supplies. Portal Request under Central Supplies.

*Discipline Report Form- to report student misbehavior.

*Request for Field Trip Form- Portal Request under Field Trips.

*Request for Consultation Services (In-House Referrals)-to refer students who may need additional testing.

*DOE Employee Expense Statement – to document expenses. The on-line travel database must be used. There will be a link to this on the Portal.

*Off-Campus Activities Form – to request assistance with expenses for off-campus activities. Portal Request under Field Trips.

*Authorization for Out of State Travel Form-to document out of state travel expenses.

The on-line out of state travel request database must be used. The link is on the Portal.

*Therapy Referral Form- to refer for occupational or physical therapy evaluation and services.

*Bridges Referral Form – to refer a student with learning and behavior problems who may benefit from the Bridges Program.

GRAB AND GO BAGS

In case of an evacuation of the school, one in which we will not be re-entering the school, it is crucial that all students have some type of identification. Therefore, inside every classroom there should be a Grab and Go Bag with the following items:

- Wristbands with adhesive closure
- A Sharpie
- A flashlight

After exiting the building, the wristbands should be labeled with the student's full legal name. If the child goes by a nickname, you may insert the nickname with quotation marks.

Anytime you exit the building with your class, you should have your Grab and Go Bag. Wristbands are only to be used if you are notified or in the case of an emergency.

Self-contained classes

You should have twice the number of wristbands per a student plus two.

(Example- 5 students, 12 wristbands)

Once you receive the wristbands, you should label one set with a Sharpie. All wristbands should be put inside the Grab and Go Bag.

Rotation classes

You should have as many wristbands as you have students in your homeroom plus two. Do not label the wristbands.

Specials/Elective classes

You will receive wristbands. Do not label the wristbands.

School Nurse/Speech/Audiologist/Counselor

You will receive wristbands. Do not label the wristbands.

Preschool/Pre-K/K – special note

You will need to trim the wristbands. Make sure you cut the non-adhesive end.

Wristbands should fit comfortably, though tight enough so they are unable to be pulled off.

HIGHLY QUALIFIED

Special education teachers must verify that they know the core academic content they are assigned to teach. They can do so by having a major (secondary cognitive level or below) or concentration (middle grade cognitive level or below) in the core academic content area or by passing a content test (secondary, middle grades, or early childhood cognitive level, or multiple subjects tests for middle grades cognitive level or below).

The Georgia Professional Standards Commission (PSC) initiated the development of the Georgia Assessments for the Certification of Educators™ (GACE™), a program to

assess the knowledge and skills of individuals seeking certification as Georgia public school educators. The Georgia assessments are fully aligned with national standards, the Georgia Performance Standards for PreKindergarten, through Grade 12, and the Georgia educator preparation rules.

You may register for the GACE™ on the GACE™ website: www.gace.nesinc.com/GA. The current GACE™ Registration Bulletin which contains complete registration and testing information will also be available on the GACE™ website.

If you have any questions or concerns regarding your Highly Qualified status or your HQ requirements, please contact the Professional Learning Coordinator (Gail Allen).

IEP PROCEDURES

There are some changes made each year to the IEP process. These procedures can be found in shared files on the internet.

IN THE CLASSROOM

- **Communication:** Panther Pouches are weekly communication envelopes that go home with students every Thursday. This is an excellent way to send home student work, school-wide papers, and classroom news. Using Panther Pouches should solve the problem of students leaving their papers in their desks or backpacks all year long. Please remind students and their families to empty, sign and return the envelopes on Friday. Students who rotate classes get their Panther Pouches from their homeroom teacher and return them to their homeroom teacher. (NOTE: For the sake of uniformity, a student's "homeroom teacher" is his or 1st period teacher). Teachers should pick up the envelopes from their mailboxes and distribute to students at the end of the school day.

If a student does not return the Panther Pouch on Friday, his or her papers for the following week will be sent home with a paper clip and a note reminding the family to sign and return it. If the reminder is unsuccessful, the homeroom teacher will either call or email the family. If this second effort fails, then inform Dona Harris, the school social worker, and she will attempt to contact the family. Also, if teachers wish to have confidential communication with a parent or guardian, the best way is a phone call or letter sent directly to that person. Students sometimes open their Panther Pouches and discard any potentially negative communication from the school.

If a staff member wants to send out information to the entire school, he or she must submit the copies by 12:00 noon on Wednesday. It is important to plan ahead, because forms need to be translated into Spanish by the translator. Papers should be copied and turned in on the bottom right hand box of the staff mailboxes in the school office. Please edit forms for grammatical correctness and appropriate tone; let us represent AASD as well as possible!

- **Student Caseload:** Teachers are "case managers" for a specific group of students. Case managers are responsible for following up on referrals, ensuring that appropriate services are being provided, and communicating with parents at least monthly through emails, letter, and/or phone calls. If you attempt to contact

a parent through these methods and do not receive a response within a month's time, please inform Dona Harris.

- **Observation Rooms:** Please do not treat the observation rooms as storage rooms! Visitors must be able to sit or stand comfortably and windows must be clear of all obstructions.
- **Computer Use:** Teachers and paraprofessionals should not be on the computer during instructional times. Even if students are working independently, the instructor should be walking around the room, monitoring their work and/or answering questions.
- **Instructional Time:** Instructional Time is outlined as:
 - Kindergarten- not less than 4 ½ hours (270 minutes) daily instruction
 - First-Third Grade- not less than a daily average of 4 ½ hours (270 minutes) of instruction
 - Fourth and Fifth Grade- not less than a daily average of 5 hours (300 minutes) of instruction
 - Sixth-Twelfth Grade- not less than a daily average of 5 ½ hours (330 minutes) of instruction

The following are *NOT* counted as instructional time: rest periods, breaks, recess, class rotation, and lunch.

- **Paraprofessionals:** “Parapros” should be used primarily for instruction. As our student population grows and our class sizes increase, this is the only way to maintain the small group instruction that is vital to the success of our students.
- **Movies:** Any movies shown in the classroom must have prior approval from Vanessa Robisch. Because some films kept in the library are not always clearly labeled for age appropriateness, even those movies require Vanessa’s approval.
- **Classroom Management:** Each teacher must establish a classroom management plan that includes clear expectations and clear consequences. These plans and classroom rules should be reviewed with students each nine week period. Post classroom rules. See Vanessa for assistance with classroom management.
- **Substitute Plans:** Sub plans are developed in the first few weeks of school and kept in a designated location in the classroom. They should be periodically updated. Please inform Shelly Glenn of the location of those sub plans.
- **Monitored Student Computer Use:** STAFF MUST ALWAYS MONITOR STUDENT COMPUTER USE. Please make note of this in sub plans. This is extremely important. Be aware of what students are doing on the computer (ask questions, physically watch them, etc.) DO NOT sit and work at the computer at the same time. Do not allow students to print documents or pictures from the computer without permission—conserve ink! Students should save only school related work to their folders.

NATURAL GAS NOTICE

In the event that you notice sulfuric odors, please alert Mr. Kenney Moore or Mrs. Annie Franklin immediately. If there is an emergency, the AASD Emergency Preparedness procedures will be followed.

PERFORMANCE MANAGEMENT

Performance evaluations must be completed for regular, full-time Georgia Department of Education (GaDOE) employees for the evaluation period beginning July 1, 2009, through June 30, 2010.

Salary Increases

To be eligible for a performance-based increase, an employee must have been hired by the GaDOE during the 2009-2010 performance evaluation period and have an overall rating of "Meets Expectations" on a completed/approved performance evaluation. Employees who transferred from another state agency during the 2009-2010 performance evaluation period and who received a satisfactory evaluation from the transferring state agency, are also eligible for a performance-based increase. The salary increase is determined by the General Assembly. Teachers may receive step increases as approved by the General Assembly.

Evaluation Instruments

Teachers will be evaluated using the Georgia Teacher Evaluation Instrument which is aligned with a teacher specific performance management form. All other employees will be evaluated using just the performance management form.

Use of Short Form

The short form version of the performance evaluation may be used for all evaluations with an overall rating of "Meets Expectations." The short form is available on InTouch under the "Forms" section. Evaluations with overall ratings of "Exceeds Expectations" or "Does Not Meet Expectations" must be completed on the standard Performance Evaluation Form (PMF) and should include appropriate documentation to support the ratings.

Role of Reviewing Manager

Reviewing Managers, Associate Superintendents, and Deputy Superintendents should review all performance evaluations and approve ratings ***BEFORE*** immediate supervisors meet with employees to discuss evaluations. Because Reviewing Managers may not concur with supervisors' ratings and have the authority to change them, it is very important that ratings are not shared with employees until the Reviewing Manager and Deputy Superintendent approves them.

Review of Overall "Does Not Meet Expectations" Rating

Any employee who receives a rating of "Does Not Meet Expectations" on his/her overall rating for "Responsibilities" may request a review of that rating from the GaDOE's Reviewing Official. This request must be made in writing to The GaDOE , Chief of Staff within five business days after the evaluation is administered to the employee.

Delivery of Salary Increases

Employees who receive an overall rating of "Meets Expectations" or higher on both "Responsibilities" and "Terms and Conditions" are eligible for an increase to their base salary, if approved. Historically, performance-based increases were awarded effective October 1st. However, the General Assembly typically has delayed the salary increases for 12 month staff until January 1st of the following year. Increases will be reflected on the January 15th pay checks. Step increases for teachers will be reflected on September 15th pay check.

Note: The Chief Deputy Superintendent of Schools and the State Superintendent of Schools have discretion to make changes to performance evaluation ratings for all GaDOE employees.

POTENTIAL STUDENTS

Students between the ages of 3 and 21 may be referred to AASD. Potential students must have a documented hearing loss. Referrals for enrollment must come through a student's Local School System (LSS). We do not accept referrals directly from parents or families. If any LSS representative, teacher or family contacts you about the possibility of a child enrolling at AASD, please refer them to Don Galloway at dgallowa@doe.k12.ga.us. He is the contact person for all new students.

School tours can be arranged for prospective students, their families, for educators and other interested parties. All requests for tours are handled by Gail Allen at gallen@doe.k12.ga.us. She can also be reached at 404-298-4874. Please know that tours cannot be conducted on a drop-in, casual basis.

PROFESSIONAL PRACTICES

Always:

- Dress professionally – Refer to the Dress Code in the Appendix for details.
- Know that the digital clocks around the school represent the official school time. Use this time for all work related activities such as arriving at and leaving work.
- Use Staff Restrooms. Students must always use Student Restrooms.
- Keep the door open to a student restroom if you are in there for any reason.
- Clean up after yourself in the workrooms and kitchens. The maintenance staff is not responsible for cleaning dishes or returning glasses or trays to the cafeteria.
- Contact Shelly Glenn in the School Office if the workroom sinks are out of dishwashing detergent.
- Repeat a page twice and speak clearly to give staff a chance to understand the full message. Some areas of the school do not hear the pages well so repeating the page is very helpful.
- Try to resolve any conflicts you may have with other staff in a professional manner with that person first. If there is still a problem after that, see your supervisor.
- Be discreet when using your cell phone or sidekick. If you must use it during the school day, please use a workroom, your empty classroom or go outside.
- Keep a lid or top on any beverages. Always finish whatever you are eating by the time you leave the staff cafeteria (or wherever you are eating).

Never

- Wear jeans or sneakers without prior approval by the School Director or Principal.
- Wear t-shirts, shorts, sneakers or flip flops.
- Be alone with a student behind a closed door, particularly in a room with no observation abilities.
- Touch or restrain a child unless you have had CPI training.
- Use a Student Restroom. Staff should not be in student restrooms unless they are helping a student, monitoring behavior or checking for cleanliness.
- Use a student's full name over the paging system unless it is necessary that they report to a specific area of the school. We do not need to know that maintenance needs to come to middle school because Bob threw up in the hallway.
- Use the paging system for casual announcements. It should be used for emergencies or important information only.
- Permit students in Grades 1-12 to have recess in the fenced-in playground area. It is designed for Preschool and Kindergarten students only.
- Use sidekicks or cell phones while supervising students, while walking down the halls or where students can see you.
- Sit on furniture. Not only is it bad for the furniture, but it sets a bad example for the students.

REPORT CARDS

For a comprehensive explanation of the AASD Report Card Policy, please refer to the official policy available on the network. Listed below are excerpts from that document.

THE GRADING SYSTEM (PRE-K-12)

A. Determination of Grades

Teachers should use their own judgment in determining how much weight to give each graded activity unless otherwise stated in the general provisions. Grades should not be determined by a bell curve. Academic grades should not be lowered as a result of unsatisfactory conduct except in cases of cheating.

1. Grades reflect all evaluations, and each piece of work or each assignment may be valued according to the individual teacher's grading rationale.
2. Careful consideration should be given to all work. Failure on one test or one assigned task except for instances of cheating or failing the final exam (e.g., a book report or notebook) is not sufficient basis to prevent passing. One passing grade is not sufficient basis for passing a course when all other grades are failing grades.

B. Grading Scale

1. Preschool and kindergarten students will be graded using a rubric.
2. Numeric grades will be used on progress reports and report cards for students in grades one through twelve.
3. The following academic letter grading scale shall be used in grades one through five.
A = 90 and Above

B = 80-89
C = 70-79
F = Below 70
NG = No grade

4. The following numerical academic grading scale shall be used in grades six through twelve.
90 and Above = A
80-89 = B
70-79 = C
Below 70 = F
W/(1-100) Withdrew/Pass or Fail
No grade = NC
Incomplete = INC
5. At the conclusion of a semester, with the approval of the Principal and School Director, teachers may give students who are absent for extended periods of time an "Incomplete" grade (INC). The student will be given the opportunity to make up the work and have the Incomplete grade changed to a numerical grade.
6. No grade (NG) is required on a progress report or report card if the student has been enrolled in the school fewer than 20 school days of the grading period and/or there have been no grades received from the previous school for that time period.
7. Students coming from another school system or private school are given the grade the referring school indicates. The final grade is determined by combining the transfer grade and the grades earned in the State School.
8. Students withdrawing from a State School are given the grade they have earned in each subject up to the date of withdrawal.

ELEMENTARY GRADES (PRE-K-5)

A. Grading Practices

1. Pre-K: Student's progress is reported through formal and informal conferencing.
2. The minimum number of grades used to determine the final grade should be nine per semester, per subject area.
3. Homework should not count more than 10% of the final grade.
4. Summer projects should not be required; however, summer reading should be strongly encouraged.

MIDDLE GRADES (6-8)

A. Grading Practices

1. At the beginning of each semester, teachers must provide students, parent(s)/guardian(s) a syllabus containing the general content of the class and a clear explanation of the procedures by which the final grade will be determined. A copy of the syllabus should be kept by the Principal and be available upon parental request.
2. The minimum number of grades used to determine the final grade must be nine per each nine week session, per subject area.
3. Teachers are to record grades using the Student Information System.
4. Parent(s)/guardian(s) of middle grade students in danger of receiving an F as a final grade at the end of the semester must be contacted in writing and informed of the potential effect on placement in high school and eligibility for all competitive participation activities. Documentation of parent(s)/guardian(s) notification must be kept by the school.
5. Homework should not count more than 15% of the final grade.
6. Summer projects should not be required; however, summer reading should be strongly encouraged.

HIGH SCHOOL GRADES (9-12)

A. Grading Practices

1. At the beginning of each course, teachers must provide their students with a syllabus containing, at a minimum, a description of material to be covered and evaluation activities to be used, including how the final grade will be derived and opportunities for recovery.
2. A copy of the syllabus shall be on file with the Principal and be available upon parent request.
3. Teachers are expected to base the final grade on at least nine graded activities per nine week session of which at least three must be evaluation methods other than tests. Independent study and Advanced Placement courses may be exceptions to this rule.
4. Final semester grades will be weighted evenly for each nine weeks session. If a course has an End-of-Course Tests (EOCT), the EOCT will count for 15% of the final grade.
5. Six weeks prior to the end of the school year, each teacher shall provide to the Principal a list of all students who are failing or in danger of failing. The teacher or designee is expected to make reasonable efforts to establish personal contact with the parent(s)/guardian(s) of any of these students. Documentation of parent(s)/guardian(s) notification must be maintained by the school.

6. Homework should not count as more than 15% of the final grade.
7. No summer projects should be required except for students enrolling in Advanced Placement, honors, and International Baccalaureate courses; however, summer reading should be strongly encouraged.

B. Comprehensive Evaluation Activity

1. An appropriate and comprehensive evaluation activity should be given at the conclusion of every course including an End-of-Course Test (EOCT) when applicable.
2. The grade for the final evaluation activity may count no more than 15% of the final grade.
3. A written final evaluation activity may not last longer than two hours unless a student is permitted extended time because of an IEP testing accommodation.
4. Students may not be scheduled for more than three final evaluation activities in a single day.
5. A missed final evaluation activity may result in the student receiving an incomplete grade for the course.

SCHOOL PAGING (ANNOUNCEMENT) CODES

If an emergency happens at the school, it is important to maintain professionalism and confidentiality. Therefore, the following codes are used when using the intercom system.

To use the paging system, name the code, the place where the team will need to respond, and then repeat the page, since it is often difficult to hear the intercom. For example, if you need to page someone for a medical emergency on the playground, you would dial 3805 and say, “Dr. Blue, please come to the playground. Dr. Blue, please come to the playground.”

- **“Dr. Red”** is used for calling the behavior team for students exhibiting violent or dangerous behavior. Helen Malone, Vanessa Robisch, Marrie Tronolone, and Don Galloway are the core members of the behavior team. See the Behavior Team Procedures for more details.
- **“Dr. Blue”** is used for calling the medical emergency team for students who are hurt or ill and in need of emergency assistance.
- **“Mr./Mrs. Green”** is used when there are strangers in the school. If you see a stranger without a visitor’s badge on, please ask that person to go to the School Office to sign in and receive a badge. If the stranger does not comply, call for “Mrs. Green” if the stranger is a woman and “Mr. Green” if the stranger is a man. If there is a Mr./Mrs. Green call, you need to lock your classroom and cover your observation room window.

STATE SCHOOL POLICIES

See the Appendix for a list of additional State Schools Policies listed on the network. They are rather extensive and are required reading every school year by all staff members.

VISITORS

Social visits are **NOT** permitted during the school day. The following classroom visitors are not permitted at any time:

- former students
- former faculty (They can visit after 2:30, only with the approval of the school director.)
- people who see a school for the deaf and want to pop in to check it out
- any family member who is not accompanied by a custodial parent or guardian

The only classroom visits that are allowed are:

- Visits that are prearranged with approval from the administration and the classroom teacher
- Parent visits that are coordinated through the Principal's office

Appendix A

BEHAVIOR TEAM PROCEDURES

AASD follows best practices and procedures for student restraint. Any staff member who has NOT received official training in Crisis Prevention Intervention (CPI) should NOT apply restraint techniques of any kind with students. AASD staff will NOT use any floor restraints.

The following staff are members of the school-wide Behavior Team (known as DR. RED) and are responsible for dealing with all behavioral crisis situations and/or physical restraints: Vanessa Robisch, Kenney Moore, Marrie Tronolone, Helen Malone, Don Galloway and Amy Efron-Cohen.

It is essential for us to remember the **care, welfare, safety** and **security** of our students and our staff.

Procedures: If a student presents behaviors that are a danger to himself/herself or to others, please ask another person to page, by dialing 3805, say “**Dr. Red**” twice with the following information: “**Dr. Red, Go to (room # or name of the area).**” Enter your room number. Hang up. Do not call for just one person from the Behavior Team. Page “Dr. Red” to notify the entire Behavior Team. This ensures that there will be no confusion as to the seriousness of the situation. If you happen to be alone in your room, then you can send a reliable student to another teacher with a door tag. The statement on the tag is “Dr. Red, Go to Room _____”.

Before the Behavior Team arrives, you are to do the following **if possible**:

1. Remove objects and/or arrange furniture away from the student.
2. Ask other students to leave the area; get another staff person to supervise other students.
3. Ask another adult to stay with you until the Team arrives.
4. Keep a safe distance from the student (at least three feet).

It is possible that the Team might need your assistance in communicating with the student during the crisis and/or when the student regains physical and emotional control. The Team will advise you as to what you can do to assist.

If you need help for situations that are not serious in nature such as **non-compliant behavior or refusal to follow instructions** call Vanessa Robisch at 3551 to come to (room # or area) or use the paging system. **This is for non-emergencies only.**

Appendix B

EMERGENCY/CRISIS ACTION PLANS

Communication to All School Personnel

In the event of an emergency, essential information/instructions must be communicated to all personnel as quickly as possible. Deaf and hearing-impaired staff must be informed immediately of any emergency announcements or information. Therefore, hearing staff in classrooms or rooms on both sides of classrooms with hearing-impaired staff will communicate emergency information to hearing-impaired staff quickly. All bathrooms must be checked. Staff in classrooms or offices closest to bathrooms must flash lights to alert anyone in the bathrooms to the emergency condition. Under conditions where everyone goes into classrooms and locks the doors, no deaf or hearing-impaired staff should be without access to information; therefore, the nearest class with hearing staff will come into the classroom with deaf staff. Supervisors will make and change appropriate individual responsibility assignments each year or as needed.

Priority Staff Responsibilities

In the event of an emergency, the primary responsibility of any staff member will be to ensure student safety and account for students. If a student is under the supervision of non-instructional staff (e.g. Maintenance staff, Kitchen staff, D&E staff, etc.) at the time that an emergency situation arises, it is essential that the supervising staff member maintain supervision of that student(s) throughout the course of the emergency procedures or until supervision can be transferred to the classroom teacher.

Classroom teachers or paraprofessionals in charge of a class are responsible for taking roll and identifying any student who is not with the class immediately upon reaching an evacuation destination. A missing student should be reported immediately to the appropriate staff member assigned to account for all students and staff. If a student's presumed location at the time of the incident is known (audiologist, speech, testing, absent, etc.), report that information. Everyone must remain in the safety areas until given different instructions or informed that the emergency is over.

Evacuation Procedures for Students Requiring Assistance

Under any evacuation circumstance, the safe and orderly exit of all students and staff in as short a time as possible is of utmost importance. There are students who require special assistance and/or supervision because of age, physical conditions, functioning level, or behavior issues. A specific plan for ensuring the safe evacuation of each student requiring special assistance must be maintained.

Essential Rules for Students to Follow

1. Respond to teacher's directions immediately.
2. Move quickly and quietly to destination, stay with group and supervising adult.
3. Stay in assigned position (protective, seated, standing, etc.) until further instructions and remain quiet.

Emergency Situations with Injuries

In any emergency situation that has resulted in injuries, a First Aid treatment area will be set up in the Main Dining Room. Anyone who is injured and is mobile or can be easily moved should be brought to that area. Information about anyone who is injured and cannot be moved must be reported immediately over the PA system (if possible) AND personally to a supervisor, the social worker, or the school nurse. Someone should stay with the injured person until help arrives. The school nurse will evaluate and document the condition of any seriously injured people. Emergency medical personnel will take over all priority evaluation and treatment upon arrival.

EVACUATION DESTINATIONS

If an emergency requires evacuation of the school buildings, there are three possible places for gathering (all staff and students): around the perimeter of the school buildings at the distance prescribed by Fire Drill Procedures, gathering at the Soccer Field, or leaving campus to go into the Clarkston Library across N. Indian Creek Drive. Given the specific emergency situation itself or the intensity of the emergency situation, there may be different instructions; therefore, it is essential that staff be alert and attentive to instructions. The following is a list of possible situations for which one or more evacuation destinations might be indicated:

<u>Fire Drill Procedures</u>	<u>Soccer Field</u>	<u>Clarkston Library*</u>
Fire in building	Fire in building	
	Bomb/bomb threat	
Aircraft disaster	Aircraft disaster	Aircraft disaster
Facility emergency	Facility emergency	Facility emergency
Hazardous materials	Hazardous materials	
	Possible biochemical exposure	
Radiological accident (internal)		

* If necessary to cross the street, two people with reflective vests will stop traffic from both directions on N. Indian Creek Drive, leaving a safe crossing path. Staff will walk on the outside of the path with a hand extended in “stop” gesture, and all students will walk toward the center of the path. Everyone will gather in the Clarkston Library as instructed.

IN-BUILDING SECURITY/SHELTER AREAS

Many emergency situations require the safety, shelter, and security of staying in the school buildings. Depending upon the situation, students and staff will be instructed to go to the nearest classroom, the auditorium, designated shelter areas, or the gym. It is essential that staff be alert and attentive to instructions. The following is a list of possible situations for which one or more of the in-building locations might be indicated:

<u>Classroom Restriction</u>	<u>Shelter Areas</u>	<u>Auditorium</u>	<u>Gym</u>
	Severe weather		
Hazardous materials		Hazardous materials	Hazardous mat.
		Aircraft disaster	Aircraft Disaster
Any intruder alert			

Any weapon alert
Facility emergency
Radiological accident (internal)

Facility emergency
Radiological accident (external)

SITUATIONS REQUIRING POSSIBLE EVACUATION

A variety of emergency or crisis situations might warrant the complete or partial evacuation of the school buildings. Specific circumstances and severity of the situation will determine the need and extent of evacuation. The specific destination may be determined based upon the amount of time anticipated for resolution of the problem, weather conditions, distance from buildings required for safety, need to gather all students and staff together for efficiency of communication and supervision, etc.

Under any unusual circumstances, it is essential that staff be alert and attentive to instructions, remain calm, communicate clearly and calmly to students with an appropriate sense of urgency, maintain order among students, and exercise the highest level of responsibility and accountability for the students in their supervision. Staff must report any student who is not with the class and where s/he was supposed to be (speech, nurse, audiologist, bathroom, kitchen, testing, resource teacher, etc.) to one of the staff members assigned to account for all students. Any ancillary staff with a student in his/her supervision at the time of an evacuation should take that student to the evacuation destination and locate the appropriate teacher there. Under any emergency circumstances, the teacher must perform a head count to account for all students.

The following is a list of situations that might require evacuation of the school buildings and additional information or instructions that are essential.

Fire in the Building

When the fire alarm is activated, all staff and students leave the buildings in the following manner:

1. Turn off the lights, close the door to the hallway, and go out through the outside classroom door or the nearest outside door. Upon returning to the room, lock the outside door.
2. If on the playground side of the building, move away from the building to at least the swings.
3. If on the parking lot side of the building or central services building, move away from the building, across the parking lot to the fence by the street.
4. If in the cafeteria, go out the emergency doors and move all students away from the building to behind the dumpsters.
5. If you are in high school, go down to the parking lot.
6. If you are anywhere else in the building go out the nearest doors and away from the building.
7. If you are not supervising your students at the time of the fire, locate them once you are outside the building if possible. If not, notify one of the staff members assigned to account for all students of the location of your students at the time of the fire alarm.
8. There may be further instructions to gather at the soccer field or cross the street to the library.

Bomb/Bomb Threat

If a bomb or bomb threat announcement is made,

1. All staff evacuate to the soccer field, looking for any unusual or suspicious noises, devices, or disturbances while evacuating.
2. If a bomb explodes, protect face/head from flying debris with arms, books, coats until the debris settles.

Aircraft Disaster

In the event of an aircraft crash in the vicinity of the school, proximity to the buildings will determine the need for, manner and direction of evacuation. It may only be necessary to gather staff and students together within the building or keep everyone inside the buildings. If evacuation is indicated,

1. Evacuate according to instructions, away from the crash site.

Facility Emergency

Facility emergencies include such things as power failure, gas line break, water main/sewer break, plumbing problems, or any emergency concerning the physical buildings. Staff should always report any problem they see or suspect to the Maintenance Department. Specific instructions will depend upon the length of time involved, the extent of the problem, and the risk to students and staff. Under any of these circumstances, it might necessary for a full or partial evacuation of staff and students from the buildings. If evacuation is indicated,

1. Evacuate according to Fire Drill Procedures and proceed to assigned destination. Verbal room-by-room notification may be necessary.

Hazardous Materials and Exposures

If hazardous materials (**corrosive, explosive, flammable, reactive**) are spilled or detected,

1. Notify a supervisor or someone in Administration
2. Evacuate/clear the area
3. If possible to do safely, try to stop the flow and prevent from spreading
4. Follow instructions for building evacuation (**according to Fire Drill Procedures**) or in-building restrictions

Radiological Accidents (Internal)

There are a few possibilities of radiological accidents that could happen inside a building that would put students and staff at risk, including the presence of radon gas or a microwave malfunction. Appropriate instructions would depend upon the type of accident:

1. Evacuate the contaminated area or building according to instructions.

Possible Biochemical Exposure

To minimize the risk of exposure to anthrax or other biochemical hazards, **DO NOT HANDLE** suspicious mail. If you come into contact with something suspicious,

1. Notify your supervisor.
2. Isolate the suspicious item and cordon off the area.
3. Make sure anyone in contact washes hands thoroughly with soap and water.
4. Evacuate as instructed.
5. Make a list of all persons in contact with the item.

6. Place all items worn when in contact in plastic bags and give to law enforcement agents
7. Shower with soap and water as soon as possible.

SITUATIONS REQUIRING IN-BUILDING SECURITY/SHELTER

A variety of emergency or crisis situations warrant seeking shelter and/or safety within the buildings as opposed to evacuating the buildings. Specific circumstances and severity of the situation will determine where staff and students will go (or stay) at the time. In some situations, protection from harm is the primary factor, and, in other situations, effective communication, supervision, and access to students are most important.

Under any emergency or crisis circumstances, it is essential that staff be alert and attentive to instructions, remain calm, communicate clearly and calmly to students with an appropriate sense of urgency, maintain order among students, and exercise the highest level of responsibility and accountability for the students in their supervision. Staff must report any student who is not with the class and where s/he was supposed to be (speech, nurse, audiologist, bathroom, kitchen, testing, resource teacher, etc.) to one of the staff members assigned to account for all students. Any ancillary staff with a student in his/her supervision at the time of an emergency should take that student to the nearest safety area appropriate to that situation. Once movement through the buildings is safe again, the student should be escorted to his/her teacher.

The following is a list of situations that require seeking shelter or protection as instructed, with additional information or instructions that are essential.

Inclement/Severe Weather Conditions

Under TORNADO WARNING conditions, an announcement will be made and staff and students should

1. Go to the designated safe zones (**already assigned by location in the buildings**) with flashlights
2. The last person out closes the door
3. Students sit on the floor and cover their heads with coat/covering or get under strong tables
4. Wait for an “**All clear**” announcement
5. No buses will leave campus. **However, if students are on a bus**, and a tornado is seen, the students are to evacuate the bus. Move away from the vehicle immediately. If possible, go to a nearby well-constructed building. If one is not nearby, seek a low area, preferably a ditch or ravine. Take the protective position on elbows and knees with hands over the head.
6. Under threat of or **FLOODING** conditions, wait for instructions.

Intruder (Kidnapping, Terrorism, Taking Hostage)

*If ANYONE (**including a parent**) without school identification or Visitor/Volunteer sticker is encountered, approach them politely and inquire about his/her business, offer to accompany him/her to the Administration building for sign-in according to state policy for **ALL** visitors, and direct them to the Visitors' sign-in.

If anyone is hostile, threatening, or acting in a suspicious manner, that information must be communicated to the Administration Building, and the intruder alert announcement should be made over the paging system - **“Mr./Mrs. Green (identifies male or female) , please report to _____ (location of the intruder).”**

1. Upon hearing the announcement, gather all students in the nearest classroom, lock the door, and close the blinds. Keep students away from the window and sit on the floor in a location with the least visibility from the observation window (or cover the observation window if possible).

Weapons Threat

If an intruder has a weapon, make the intruder alert announcement. If a student or staff member is observed with a weapon in an agitated state or with apparent intent to harm, notify administration and make the announcement **“This is an emergency. Lock and/or barricade classroom doors. Stay in the room. Cover window openings. Remain in your room until notified.”**

1. Upon hearing the announcement, gather all students in the nearest classroom, lock the door, close the blinds. Keep students away from the window and sit on the floor in a location with the least visibility from the observation window (or cover the observation window if possible).

*If a student is found to have a weapon in his/her possession but presents no apparent threat, immediately report it to a supervisor.

Radiological Accident (external)

In the event of a radiological accident outside the school building (power plant damage or weapon deployment), the announcement **“All staff and students go immediately to the auditorium”** will be made.

1. Upon hearing the announcement, all staff and all students should go quickly to the auditorium and be seated. Further information and instructions will be given at that time.

Depending upon circumstances, other emergency situations could warrant taking shelter or gathering within the buildings; therefore, staying alert for specific instructions and communicating them to hearing impaired staff and students as quickly as possible is essential.

Appendix C

FIRE DRILLS

Be Prepared

Every staff member should identify at least TWO possible escape routes in your classroom or office. This plan should be explained and practiced with your students. Take the Grab and Go Bag.

Final Sweep

Annie Franklin and the maintenance staff are primarily responsible for checking all doors and rest rooms.

Assisting Others

If you are not assigned to a class at the time of a fire drill, please assist other teachers in getting students out quickly and safely.

Fire Drill – What to Do

All staff and students should exit the building immediately using the following steps:

1. Turn off the lights.
2. Close the door to the hallway.
3. Exit the classroom via the nearest exit. (Classroom door or the nearest outside exit).

Where to Go

If on the playground side of the building, exit and get away from the building. Students and staff should wait behind the swings.

If on the parking lot side of the building or central services building, exit, cross the parking lot and wait by the fence located near North Indian Creek Drive.

If in the cafeteria, exit via the emergency doors and move to the area behind the dumpsters.

If you are in the high school, exit and move down to the back parking lot.

If you are anywhere else in the building, go out the nearest exit and get away from the building.

Find your Students

If you are not supervising your students at the time of the fire, locate them once you are outside the building if possible. If not, notify one of the staff members assigned to account for all students of the location of your students at the time of the fire alarm.

Further Instruction

There may be further instructions to gather at the soccer field or to cross North Indian Creek Drive to the DeKalb Public Library.

Returning to the Classroom

When you return to your classroom, be sure to lock the outside door.

Appendix D

TORNADO PLAN

If you don't have a Grab and Go Bag in your classroom, contact Faith Powell.

Be Prepared

Check the map in your classroom and learn the location of the nearest Tornado Shelter. The map is located near the exit door.

Tornado Warning – What To Do

1. Turn off your classroom lights, shut the door and take your students to the designated area.
2. Make sure you have the Grab and Go Bag.
3. Get a head count. Make sure all students are accounted for.
4. Students should sit on the floor, facing the wall and cover their heads with a coat/covering. If available, sit under the tables.
5. Stay in this position until the warning or drill is complete.

Please familiarize yourself with the designated tornado shelters throughout the school so if you are in a different location than your classroom you will know where to go.

Appendix E

LIST of STATE SCHOOLS POLICIES

These policies may be found on the AASD's shared drive or on the AASD Portal.

Human Resources

SS-1000	General Leave (Annual, Personal, and Sick
SS-1001	Leave Donation
SS-1002	Credit for Transferred Sick and Personal Leave from a Local School System
SS-1003	Fair Labor Standards Act
SS-1004	Requesting and Approving Leave

Employee Relations

SS-2000	Employee-Student Relationships
SS-2001	Media Relations
SS-2002	Employee Conduct: On-the-Job/Off-the-Job

Employee Responsibility

HR-1114	Sexual Harassment and Other Harassments
SS-3000	Political Activity
SS-3001	Code of Ethics for Employees
SS-3002	Reports of Criminal Charges, Fingerprinting, Criminal Background Checks
SS-3003	Certification and Licensure
SS-3004	Employee Dress Code
SS-3005	Reports of Child Abuse and Neglect
SS-3006	Use of Physical Force
SS-3007	Incident Reporting
SS-3008	Supervision of Students

Facilities and Equipment/Business Operation

SS-4000	Use of Tobacco Products
SS4001	Use of Educational Equipment by Students
SS-4002	Animals on Campus
SS-4003	Acceptable Use Guidelines for Technology Resources
SS-4004	Facilities Use Guidelines
SS-4005	Contract Databases
SS-4006	School Bus Inspections
SS-4007	Accounting System
SS-4008	Fundraising
SS-4009	Naming of Facilities
SS-4010	Purchasing/Procurement
SS-4011	Student Fee, Fines and Charges
SS-4012	Theft and Vandalism
SS-4013	Transportation Services

Personnel

SS-5000	Educator Ethics Violation Reporting
SS-5001	Substitute Teachers
SS-5002	Identification Badges
SS-5003	Personnel Recruitment – Part Time
SS-5004	Temporary Employment
SS-5005	Personnel Recruitment – Full Time
SS-5006	Personnel Hiring – Part Time
SS-5007	Personnel Nomination – Full Time
SS-5008	Fingerprinting and Background Checks For Employment
SS-5009	Pre-employment Drug and Alcohol Screening

Student Related

SS-6000	Student Records/Identifiable Information
SS-6001	Search and Seizures

SS-6002 Gender Equity
SS-6003 Educational Research
SS-6004 Student Checkouts
SS-6006 Attendance Records
SS-6007 Attendance
SS-6008 Curriculum
SS-6009 Extracurricular Activities
SS-6010 Family Life and Sex Education
SS-6011 Field Trips
SS-6012 Guidance & Counseling Services
SS-6013 Interscholastic Athletics
SS-6014 Joint Enrollment/Postsecondary options
SS-6015 Student Records
SS-6016 Student Safety and Eye Protection
SS-6017 Walkers and Riders
SS-6018 Wellness Program
SS-6019 Work-Based Programs
SS-6020 Student Code of Conduct
SS-6021 Admissions
SS-6022 Enrollment and Withdrawal

Travel

SS-7000 Travel Regulations and Use of State Car

Other

SS-8001 Volunteers
SS-8002 Visitors
SS-8003 Emergency Closings
SS-8004 Emergency Preparedness Plans
SS-8005 Health Services
SS-8006 Immunizations
SS-8007 Separation of Church and State
I-1090 Internal Support Services – Equipment
Supervisor's Exit Checklist