

RAMBLER ROOKIES
CLIFF NOTES



RAMBLER ROOKIES

CLIFF NOTES

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County Office Personnel

Superintendent: [Damon Raines](#)
Director of Student Services: [Glen Brown](#)
Director of Curriculum & Instruction: [Robin Samples](#)
Director of Special Education: [Destiny Wallin](#)
Director of Human Resources: [Heather Holloway](#)
Director of Financial Services - [Rachel Elliott](#)
Director of Facilities and Operations: [Jamie Debit](#)
Coordinator of Title I, Title III, and ESOL: [Autumn Hentz](#)
Coordinator of Technology: [Scott Harden](#)

[Walker County School District Homepage](#)

LaFayette High School Information

- Phone Number: 706-638-2342
- Mailing Address: 5178 Round Pond Road, LaFayette, GA 30728
- Webpage: <https://lhs.walkerschools.org/>

Faculty and Staff

Look at the faculty listings on our website - Use this page to quickly learn the names of the other adults in the building. This will be updated soon.

- [Staff Directory](#)

Administrators:

- Maggie Stultz, Principal - Social Studies Admin Lead
- Pam Brady, Assistant Principal - SPED Coordinator, ELA Admin Lead
- Julie Shaw, Assistant Principal, Academic Coach - Academics, Counselors, Testing
- Lugenia Suttles, Assistant Principal - CTAE Coordinator, Science Admin Lead
- Tom Langford, Assistant Principal - Athletic Director, Math Admin Lead

School Resource Officer: Officer Kreis Winkler

District Academic Coach: Julie Shaw

Office staff

- Tia Hobbs - Registrar
- Amanda Helton - Bookkeeper
- Kathy Patterson - Front Desk

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- Ginny Rayburn - Front Desk
- Shannon Gilreath - Attendance Clerk
- Codi Reynolds - Secretary SPED

Guidance Counselors

- Zach Reynolds - Dept Head, O-Z
- Amanda Beyer - H-N
- Terri Johnson - A-G
- Susan Caull - 9th graders, alternative routes to graduation

Technology and Media Center

- Stephanie Walker
- Heather Underwood

Department Heads: Sara McClure (ELA), Regina Hardinger (Math), Melissa Rettig-Palmer (Science), Duane Brooks (History), Joel Warren (Scholars) Lenora Sentell (Fine Arts/Music), Chris Base (PE), Cindy Langford (CTAE), Franklin Cobos (Foreign Language), Rebecca Brewster (SPED)

Emergency Procedures

Find out exactly what you and your class need to do and where you need to go during the following situations, and keep this information by the door or in a place where you can easily access it. Fire drills, lock-downs, earthquakes, tornadoes, any other weather-related drills or other safety procedures will have guidelines for how to proceed. This information will be covered during the site-safety portion of faculty meetings.

Daily Responsibilities

- Sign in on the clipboard in the mailbox room (front office).
- Teachers must sign in every morning in the front office by 7:45 BEFORE going to their classroom.
- Locate your mailbox - check it several times a day, at least in the morning and afternoon.
- Teachers are required to work eight (8) hours (7:45-3:45) per day from Pre-Inservice through Post-Inservice.
- Duty Roster will be available soon - most teachers will have AM or PM duty
- Supplies - we do have a closet with minimal supplies. Ask your Department Head about the process.

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Teacher Absences - Sick Days / Personal Days

- Who do you call if you're going to be out sick? Email/text an **administrator** and **department head**, AND use the website to secure a substitute teacher using the [Frontline Website](#).
- Is a doctor's note required for absences? Yes, if you are absent for three consecutive days.
- How much leave time do you have? You accumulate 12 days a school year; 3 can be used as Personal Days. Personal Days **must** be approved at least **three days in advance**.

Copy Machine / Copy Count

- Where do you go to make copies? The teacher's workroom is in your hallway
- Do you need any kind of code or password to use the copier? Yes, you will have a code. It is a 5-digit number - usually the last five digits of the SSN.
- Do teachers have a copy limit/ration for the year? Yes, this will be reviewed in department meetings or faculty meetings.
- Who do you contact if there is a paper jam or another issue with the copier? Tell Stephanie Walker.

Available Technology

- WCS is a Google Suite client - you will have full, unlimited access to all Google platforms: Docs, Slides, Sheets, Drive, Mail, Calendar - just to name a few! [Get started with Google here](#).
- Google Email Address
 - firstnamelastname@walkerschools.org
 - Check asap to make sure it works
- Teacher Website - most teachers use Google Classroom
- Inventory - at the end of the year, you will be asked to inventory items in your classroom that belong to the school - textbooks, desks, equipment, technology, etc
- If you have any technology-related problems, please contact Stephanie Walker.

Media Center

The media center is located centrally in the school and used for the following:

- Device and book check-out
- Copy machine issues/copy count
- Research Skills
- Desktop lab
- Laptop Cart
- Student Chromebook issues
- Google login information

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- Teacher laptops
- ViewSonic Active Panel assistance

Please see Mrs. Walker and/or Mrs. Underwood for any assistance.

Stephanie Walker, Media Specialist

Heather Underwood, Media Paraprofessional

Student Chromebooks

- 10th - 12th graders will receive the same Chromebook they had last year; 9th graders will be issued a new Chromebook for high school
- All students will be issued a Chromebook to bring to school AND take home each day during the school year
- Students who forget their device can check out a loaner from the media center
- The loaner device MUST be turned in by the end of the day - it cannot go home with the student

Teacher Laptops and Printer

All teachers will be issued an Apple MacBook to use during the school year. Teachers will have access to a printer/copy machine in their workroom. We do not provide classroom printers, but some teachers choose to bring their own.

Infinite Campus

- More Resources Coming Soon!
- Attendance
- PowerTeacher Gradebook
- Student information
- SLDS

PowerTeacher Gradebook

The online gradebook must be updated by Tuesday of each week. WCS uses a hybrid Standards-Based Grading policy.

I. WC High Schools Grading System

- Standards Mastery (100 point scale) 70%
- Formative Assessment (100 point scale) 30%
- EOC and/or Final Exam will count 20% of the FINAL grade
- Teachers can decide how assignments are placed in each category
- All assignments (standards mastery and formative) must be aligned to the standards

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- Include the standard in the assignment description
- Standards Mastery assignments should represent capstone-type, summative assessments (i.e., vocabulary quizzes, notebook checks, etc., are not typically representative of standards mastery assignments)

II. Reassessment Policy

- All students are guaranteed one reassessment, after appropriate remediation, on any standards-mastery assignment. Must be within 10 days of receiving feedback/return of the assignment
- The student will receive the higher of the two scores, no averages
- Going beyond the minimum reassessment policy is at the teacher's discretion (time period and/or number of reassessments)
- Teachers will use their discretion on reassessments of formative assessment assignments

Organize Your Google Drive

Below is a suggested set of folders (numbering and color-coding them helps, too). Let these be the only folders - everything you have in Drive should fit into one of these folders. OTHERWISE, you end up with a bazillion folders and can't find anything!! You will eventually decide on the system that works best for you, but this will help get started:

- **Lesson Plans**
 - Name each document with the current week's date
 - File past lesson plans in chronological order
- **Seating Charts**
 - One folder per block
- **Faculty / Department Meetings**
 - Agendas and notes taken during faculty and department meetings
- **PLC / Your Department**
 - Info for your PLC or department meetings
- **LaFayette High Information**
 - Rosters, schedules, spreadsheets, phone extension lists, and policies you might need to refer to throughout the year
- **WCS Information**
 - Only include items that you'd need to refer to on a regular basis, such as the district calendar
 - Any information from Mr. Raines and other district leaders
- **Standards/Curriculum**
 - Download your standards from <https://www.georgiastandards.org/>

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- Organize folders by Subject - if you teach more than one
- Projects, activities, worksheets, etc
- Notes for next year
- This is crucial for your first year, but many teachers keep notes like these throughout their careers as they reflect on improvements they can make
- **Student Files - Google Classroom**
 - THIS FOLDER IS AUTOMATICALLY ADDED WHEN YOU CREATE A GOOGLE CLASSROOM
 - Holds all student work from GC
- **Personal / Certification**
 - Keep records of your contract, pay stubs, your teaching certificate, and any other information related to your teaching here. You may prefer to keep these at home instead – just be sure to have a file for this information somewhere.

Set Up Your New Classroom

- Arrange student desks - groups, rows?
- Location for the teacher's desk
- Get familiar with ViewSonic Active Panel - we will offer training during in-service
- Consider your bulletin boards/wall decorations - high school students will appreciate your efforts to make the room inviting.
 - Create a board that you could keep up all year, or at least for a very long time - LHS news and events??
- Designate a specific area for posting classroom expectations, consequences, and general procedures.
- Extra paper and pencils

Rituals and Routines

Rituals and Routines are the BEST form of classroom management! If students know what to expect, the classroom is orderly, and procedures are consistent, you will decrease student discipline by half!

- Attendance procedures: All teachers should enter absent students in PowerSchool at the beginning of each period. If a student is tardy to class, send the student to get a pass from an administrator: **5 tardies = 1 absence**
- Create temporary seating charts for the first day, with plans to adjust them after you get to know the students. Seating students alphabetically (by last name) may help you learn names more quickly.
- Determine where students will submit their papers.
- Classroom policy for cell phones - consider talking to your department head for guidance
- Do not allow students to take cell phones to the restroom - have them leave them in the classroom. This will encourage students to leave only when necessary.

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- Designate a spot on the whiteboard (or active panel) where you will write out the day's agenda and any assignments that will be due for the day. Keep this place consistent so students can look there for daily information.
- Establish a system to assist students who have been absent in completing their make-up work. Using Google Classroom will help significantly with keeping up with assignments.

Collect and Access Student Information

- I. Create a Google Form to collect helpful student information! Have students complete the form and convert the information into a spreadsheet for your data collection. While all of this information is available on PowerSchool, it is crucial to have updated data.
 - First and last name
 - Parent names and contact information (phone numbers and emails)
 - Student contact information (phone numbers and emails, for older students)
 - Address
 - Birthday
 - Class schedule (if applicable)
 - Likes, dislikes, extra-curriculars, hobbies, etc
- II. Start building a relationship with your students by distributing a “getting to know you” questionnaire. If you don’t have one, Google “Student Inventories.”
- III. Find out which students in your class have IEPs, 504 plans, gifted services, or any other academic, medical, or other legally binding documents you’ll need to adhere to. If no one addresses these with you, ask the guidance counselor, department head, or administrator.
- IV. SLDS in PowerSchool
 - Access students’ academic records as you get to know students and work toward personalizing instruction for them.
 - It is very helpful to be able to view past test scores, grades, attendance records, and other academic information.
 - Log in to PowerSchool; scroll to the bottom left “applications”, then click Georgia LDS to get started
- V. Create a folder of printed, blank class rosters/charts:
 - Student names in the first column, followed by 10 empty columns
 - These charts can be used to record a wide range of items, from turned-in permission slips to fire drill attendance.
 - You’ll need them more than you know! Add a few empty rows at the bottom, so you can add names of new students if required.

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Discipline

- Private conferences with the student (severe problems referred to the school administration)
- Contact parents
- Conference with a guidance counselor
- Conference with parents at school (administration/parent conference)
- Refer to the administration after exhausting all in-class steps
- Teachers may refer students to the counselors when necessary.
- Teachers may hold their own detention.
- There is no form of corporal punishment by teachers at LaFayette High School.
- At no time should a student be left unsupervised outside of your classroom. You can make mutual arrangements with neighboring teachers for a temporary alternative classroom setting. Please do not send students to sit outside the school.

Curriculum and Standards

Visit the [GaConnects](#) and locate the information for each **grade** and **subject** you will teach in the Sutcuse. Download the documents and add them to the Standards/Curriculum folder in Google Drive. Locate the following:

- Standards
- Curriculum Map
- Any additional resources available for your content
- Bookmark these sites to access this information online.

Syllabus Requirements

Every course is expected to have a syllabus ready to distribute on the first day of school. The syllabus should have the following components:

- Course Title
- Classroom Expectations
- Teacher contact information
- Standards-Based Grading Information
- Goals/Expectations
- Assessment and Retake Policy
- Suggested Materials
- Student and parent signatures are required

Click below to check out
syllabus examples!

[HERE](#)

Lesson Plans

Pacing Guide:

With your department and content team, you should have a working draft of your semester-long plans in place.

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Scope and Sequence:

With your department and content team, you should have a working draft of your semester-long plans in place.

Sub / Emergency Plans

Create a substitute folder and a set of emergency sub-plans.

- When you have planned absences, you'll be able to prepare plans, but you need a backup for days you are absent unexpectedly.
- Include the following:
 - Seating chart
 - Your daily schedule with classes, bell times, and planning block
 - A lesson plan with an activity for students to complete
 - Any information that the sub needs to know about the students

Parent Contact / Communication Log

Required for students failing the course at 4.5 weeks, 9 weeks, and the next 4.5 weeks. The contact must be **direct communication** with a parent, per real-time conversation by phone, or an acknowledgement email from the parent in response to the teacher's email.

- Parent Call Log - please see your department head for ideas on a communication log

Teacher Keys Effectiveness System (TKES)

This is our teacher evaluation system used in the state of Georgia. Ten performance standards serve as the basis for the evaluation.

The Performance Standards refer to the primary duties performed by a teacher:

Standard 1 - Professional Knowledge	Standard 6 - Assessment Uses
Standard 2 - Lesson Planning	Standard 7 - Positive Environment
Standard 3 - Instructional Strategies	Standard 8 - Academically Challenging
Standard 4 - Differentiation	Standard 9 - Professionalism
Standard 5 - Assessment Strategies	Standard 10 - Communication

The following groups of teachers will be on the **Full Plan** - 6 observations throughout the year for the 2024-25 school year:

- Induction (3 or fewer years of teaching experience)
- Teaching out-of-field
- New position (change in field of certification)
- Out of the profession for longer than one year

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- Moving into GA
- Evaluation of the performance of Needs Development or Ineffective during the previous year

Access the following resources for additional information on the TKES process:

- [Reference Sheet with Indicators](#)
- [GaDOE TKES Homepage](#)

Rambler Rookies

As a cohort, new-to-LaFayette High teachers will meet with the principal and academic coach on the first Wednesday of each month to discuss school and classroom information! Rambler Rookies meetings are relaxed and informal opportunities to discuss your classroom needs, questions you have, school happenings, and anything else. We will provide you with upcoming school-wide initiatives, classroom management tips, instructional strategies, and any other topics you would like to discuss. Many of you are veteran teachers who have a wealth of knowledge to share with the cohort. We hope this will be a time of learning, networking, and building relationships!