

Meadowlake Elementary School

8251 Three Notch Road

Mobile, AL 36619

251-221-1529



Faculty and Staff Handbook of Policies and Procedures

Introduction

This handbook represents a good faith effort to present to you in writing the policies, expectations, and procedures for faculty and staff members at Meadowlake Elementary School. Additions and amendments may be given to you during the school year when change is deemed necessary. It is the employee's responsibility to be familiar with MCPSS policies and procedures. The administration assumes that each faculty and staff member will follow the guidelines outlined in this handbook. Please keep your handbook, and refer to it throughout the year.

Joi Mullins,
Principal

MEADOWLAKE'S MISSION STATEMENT

The mission of the Meadowlake Elementary School Community is to accept the uniqueness of each child and to educate each student to be a responsible, productive citizen in an advanced technological learning environment.

MEADOWLAKE'S MOTTO

Meadowlake Mustangs gallop to success.

Gallop...

Get along with others.

Attend school regularly.

Listen and follow directions.

Learn for a lifetime.

Own our behavior.

Practise good character.

MEADOWLAKE'S BELIEFS

Beliefs

- ~ The Meadowlake school family believes that we (students, parents, staff, and teachers) can work together to produce students who will become responsible citizens in an increasingly technological society.
- ~ Meadowlake faculty, staff and students believe in the importance of maintaining a clean and safe school environment, which is conducive to learning.
- ~ The faculty believes it is our responsibility to educate children to become literate, problem solve, enjoy learning, and think positively about ourselves.
- ~ The Meadowlake faculty and staff believe that all children instructed at their individual levels will progress to their highest potential.
- ~ We believe it is important to provide a variety of opportunities for all children to experience technological training that will equip them with skills which will enhance greater career opportunities.
- ~ We believe it is our responsibility to teach all children the importance of maintaining a high standard for personal health and well being, good citizenship, and interpersonal skills.
- ~ Meadowlake Elementary School recognizes and values the importance of the association between the school and the community it serves.

***The Mission and Motto must be taught and clearly displayed in all classrooms.**

FACULTY INFORMATION

KRONOS

- All employees are required to maintain attendance by using KRONOS.
- All employees must clock in by their required time each morning.
- All absences must be reported in SubFinder. You may report your absence up until your scheduled time. If you cannot get through to report an absence in SubFinder, you must complete an HR-4500A (yellow sheet) with date & type of absence along with an HR-124 form. You will also use the HR-4500A (yellow sheet) for missed or rejected punches. These forms must be signed by both the employee and the principal. The Bookkeeper will then put this absence in SubFinder or make corrections in KRONOS for you.
- All forms for workshops and absences are to be turned in to the Bookkeeper ASAP along with the 27-digit account number for professional development.
- Missed or incorrect punches, absences not reported in SubFinder, and not corrected with the appropriate form (HR-4500A, HR-124) will be submitted to payroll as unpaid days and unsupported days will be docked according to the payroll service report. Approved corrections will be paid on the next regular pay period.
- When leave is depleted and not available, the employee's leave will be unpaid.
- All employees can review their own time card in KRONOS. User name and password is required.

User name – first and last initials + last six of SSN Password – “kronos”

Classified Employees

- You are required to punch in/out daily at the beginning and end of each day.
- You are required to punch out/in for a 30 minute lunch each day.
- You must work assigned hours each week and may not accrue overtime.
- You must clock in/out within 6 minutes of your assigned work time.

Certified Employees

- You are required to punch in each day by your required work time (7:45 am).
- If you are late, but arrive at school before 11:30, you must clock-in.
- You do not have to clock out at the end of your regular scheduled workday.
- You must clock out if you leave earlier than your regularly scheduled time.

Employee Absences

MCPSS employees must adhere to all MCPSS attendance policies. Employees must remain on campus throughout the contractual school day or utilize appropriate leave for absences.

All employees of MCPSS are given two personal days each year and one sick leave day per month. A deduction will be made from the last paycheck for days used in excess of those allowed. Sick days should be used only when you are legitimately ill. If patterns of absences are noted, it is the responsibility of the administration to report it. Personal days must be applied for at least a week in advance. Personal days will not be approved if too many employees are already absent from school. Try to plan your days early by filling out an HR124

for early approval. Days before holidays and the end of the year will only run smoothly with faculty and staff at work. Please make every effort to be at work.

To report an absence, the guidelines listed below must be followed. *Following the procedures set in place for reporting absences is part of every employee's professional responsibility and is assessed as part of the evaluation process.* When you are taking any type of leave (sick, personal, professional, jury duty, etc.), the following guidelines must be followed:

- Call SubFinder (221-0000) or report the absence by accessing SubFinder via the internet at <http://SubFinder.mcpss.com/webconnector> or www.mcpss.com (click on employee absence reporting system "EARS"). Your login is your last name and your PIN is your entire social security number. If you are not registered with SubFinder, the system will walk you through the steps. See the bookkeeper for help.
- Write down your job number and call back to make sure the job has been filled. Prearranging your substitute from the approved substitute list can save you a great deal of time and effort.
- Before each planned absence, complete and submit all necessary paperwork to the bookkeeper. *An HR124 form MUST accompany each absence. Submit this form to the Bookkeeper as soon as you know of the absence or the day of your return.*
- Make a grade level partner aware of your absence.
- A complete substitute folder should be available for the substitute teacher.

The principal must be informed of all absences. Please call if an emergency arises.

Joi Mullins: 716-3042 (Cell) 307-5540 (Home)

Sick Leave Bank

The sick leave bank is an optional part of your benefit package. You are not required to join. If you join, you may borrow days from the sick leave bank as well as give days to other employees who belong to the bank. To receive information on joining the sick leave bank, please see the bookkeeper.

Leaving Campus

The presence of teachers and support staff on campus is critical to the overall health, safety, and welfare of the student body. Every effort should be made to schedule personal appointments for after school hours. If a situation arises, and it is necessary to leave campus, you must have permission from the principal to leave campus during the school day. Upon principal approval, you must clock out in the office before you leave and clock back in if you are returning.

Dress Code

The key word to guide the dress of all faculty and staff members is “professional”. The adults in the building serve as role models for the students and through example, demonstrate the professional standards of the school.

MCPSS Employee Dress Code as indicated in the MCPSS Employee Handbook, April 2014:

All employees should be professionally and appropriately dressed daily. MCPSS has adopted the following dress code. Immediate supervisors may approve exceptions to this code for special or occasional activities. When in doubt, don't wear it! ☺

Restrictions:

- Jeans (except for custodians and bus drivers and as allowed for special occasions)
- Overalls
- Shorts (except for PE teachers and bus drivers and as allowed for special occasions)
- Athletic type shoes (except as allowed for special occasions or special work)
- Spandex or bicycling type attire as outer wear
- Visible piercing except to ears
- Clothing that is provocative, revealing, indecent, vulgar or obscene
- Blouses or shirts with low necklines, bare midriffs and excessively tight clothing
- Visibly torn or ragged attire
- Sweat suite-type attire (except for PE teachers, bus drivers, and custodians)
- Footwear that is considered beachwear (flip flops), soft plastic (Crocs), bedroom shoes, or slippers. (Any footwear that may cause injury to the wearer or others)
- Clothing which promotes alcoholic beverages, tobacco, or the use of controlled substances by words or symbols
- Clothing that contains profanity or nudity, depicts violence, or is sexual in nature by words or symbols
- Undergarments worn as an outer garment or any see-through clothing
- Any item of clothing or jewelry that creates a disruption of the school environment/learning activities or that poses a threat to the safety and well-being of students or staff.

Confidentiality

Employees must use good judgment when discussing school business, student behavior or achievement. No school employee shall reveal personal information concerning any student, except under judicial process. This includes conversations with other co-workers.

Telephone/Cell Phone Use

The use of cell phones is discouraged during scheduled work time (phone calls, texting, tweeting, etc.). Cell phones must remain on silent or vibrate. Do not use cell phones to call a parent during instruction nor to discipline a student in front of the class. Ear pieces and headsets should not be worn at school. Please do not make phone calls using the phone at the front desk, as the conversation becomes public. Use the phone in the lounge or conference room.

Safety & Security

Safety should be a primary concern of all faculty and staff at Meadowlake. Safety rules should be taught and reviewed constantly. A work request form should be completed and submitted to the smiley face folder for general maintenance requests.

- Immediately report any potential dangers that could affect the safety and/or the security of the school to the office.
- All outside doors and gates must remain locked.
- All visitors must sign-in through the office and receive a visitor's pass.
- 3 Types of Emergency Procedures:
 - "Get out of the building" – fire alarm
 - Follow emergency fire drill procedures to exit the building quickly
 - "Lock down" – all call of "Emergency Lockdown"
 - Locate and count your students, lock your door, sit away from windows and doors, and wait for the "all clear" signal.
 - Tornado – bell sound and all call
 - Report to your designated area away from windows and doorways

Schedules

Learn your work schedule and follow it each day. The total instructional time of each school day in all schools and at all grade levels shall be not less than 6 hours or 360 minutes, exclusive of lunch periods, recess, or time used for changing classes (*Code of Alabama, 1975, §16-1-1*). Employees are to have a current schedule posted at all times.

Lunch Time

All employees have a scheduled lunch time. You are expected to eat lunch in the cafeteria or in the lounge. For professional and health reasons, no faculty or staff member should eat lunch in a classroom setting.

Duty

To create a safe and orderly environment for our students, all teachers and paraprofessionals will be required to work morning or afternoon duty (refer to the current duty schedule). Morning duty begins promptly each morning at 7:40 a.m. If you are unable to be on duty due to tardiness, an absence or other circumstance, you must notify the office and make sure that your duty assignment is covered by another employee. Please refrain from eating or drinking while on duty.

Care of Classrooms

Please teach and expect your students to be neat and clean. At the end of each day, all chairs, books, boxes, etc. should be removed from the floor to expedite the cleaning process. It is the responsibility of the teacher and the class to clean up all paper, pencils, and other items from the floor during the course of the day. If students write on desks and walls, they should be expected to take part in the removal of the writing or given other cleaning responsibilities to help teach pride in our school. Students should not be sweeping during instructional time.

Employee Accidents

All job related injuries must be reported within 24 hours. The forms are available in the office. The principal must sign all accident reports. Proper documentation from the physician is required for all claims of a job related injury. The Central Office nurse or Human Resources must clear the employee before returning to work.

Student Accidents

An accident report must be completed for any accident that breaks the skin, leaves a bump or bruise, etc. All sections of the form must be completed before the report is turned in to the principal. Each year, you should make a copy of each child's registration card and health information. These should be kept in the classroom at all times and should be taken with you anytime you are required to vacate the room or the building.

Injuries or Illness

If a child is injured anywhere on the campus, the adult in charge should try to determine the appropriate measures that need to be taken. If the child has injuries that prevent you from moving him/her, an administrator and/or personnel trained in first-aid/CPR should be immediately contacted. An incident report must be completed immediately. It is better to be over cautious with a child's injuries than to underestimate them. It is the responsibility of the teacher in charge to call the parent/guardian of any child with a minor injury to report the circumstances.

Students with injuries or illnesses should be sent or escorted to the office with a pass. If a student has vomited, has a fever, or any possible communicable illness, they will be kept in the office until a parent comes to pick them up. If the child's illness is not as severe, the office staff will send the child back to the classroom to put his/her head down. Unfortunately, we don't have a full time nurse and the office is not a comfortable place to be when you don't feel well.

It is the responsibility of the teacher to make note of unusual health conditions and medications that are administered on campus. The teacher is also responsible for making note of this in substitute plans.

Student Medication

All prescription medications must be stored under lock and key in the health room. Students are not allowed to keep medication with them unless the proper forms have been completed in the office and it has been deemed medically necessary. All other medications must be checked into the office by the parent, and the student must be sent to the office to receive the medication. Any student in possession of prescription medications will be disciplined according the MCPSS Code of Conduct.

The only non-prescription medications that the office is able to administer to students are calamine lotion, salt water, and Vaseline.

Evaluation of Personnel

Classified Evaluation System:

Classified employees will be evaluated each year. The MCPSS Classified Evaluation Report will be used to assess employee performance. Evaluation information can be obtained from the Mobile County Public School System's website (www.mcpss.com).

Certified Evaluation System:

EDUCATE Alabama - Teachers will be observed both formally and informally. All teachers are responsible for the information in the EDUCATE Alabama Evaluation Guideline Book. This information can be accessed from the Alabama State Department of Education's website (www.alsde.edu).

ALL teachers will receive at least two (2) unannounced observations per year. Additionally, certified employees are required to complete a self-assessment, dialogue with the administrator, complete a Professional Learning Plan (PLP), and add evidence of their learning each school year.

Professional Development

You must register in STI-PD for professional development offerings. It is critical that you maintain a record of your staff development clock hours. If you have attended a staff development session and have a certificate or some other means of proof, please it on file. This information will be necessary for renewal of your certificate as well as AdvancED review.

Faculty Meetings

Monday faculty meetings are part of your contractual obligation. Attendance is critical. A great deal of information and planning will be generated at this time. If you are unable to attend faculty meeting, a written request should be submitted to the principal for approval. (A make-up session may be required.) All faculty meetings will begin following dismissal at 3:25 p.m. Meetings will be scheduled to include general faculty meetings, professional learning teams, action teams, and professional development opportunities.

The Extended Day after school program is available free of charge for teachers' children on Monday faculty meeting days. A reduced rate will be offered for other times. Children will not be allowed to attend faculty meetings or professional development events and activities. Extended Day is not open on quarterly Teacher Workdays, so other arrangements should be made for childcare.

Allocation

Minimal teacher allocation funds will be received from the State of Alabama for this school year. Therefore, purchases made in addition to the allocated amount will be made on a prioritized, as-needed basis. If an instructional need arises, use the following procedure to submit a purchase order to the bookkeeper:

- Typewrite and complete a purchase order for any items to be purchased with school funds.
- List all items to be purchased on the purchase order as well as complete all pertinent information (name, address, telephone and fax number, etc.).
- Be sure to include shipping and handling in your order.
- All orders to be delivered via mail must include the complete address for the vendor and the school.
- Always fill in the “total” amount.
- Make sure that the purchase order is completed neatly and that it is legible.
- Once completed, the purchase order must be brought to the bookkeeper for a PO number. The bookkeeper will submit the PO to the principal for approval.
- Upon delivery, all orders must be checked in by the bookkeeper.
- You may not pay tax for any items.

Receipt Books

Each teacher is required to maintain a receipt book. It is extremely important that receipt books are kept accurately as they may be audited periodically. A receipt must be written for fees, fieldtrips, and school fundraisers. If you are uncertain if you should write a receipt for any monies received, please ask the bookkeeper before writing the receipt.

Follow the guidelines below for writing receipts:

- Pay close attention to receipt numbers. Write receipts in numerical order.
- Complete the receipt accurately including the student’s name, what the money is being collected for, and the amount received.
- Receipts and money collected should be turned in to the office no later than 10:00 a.m.
- The student receives the white copy, the yellow copy is to be turned in to the office, and the pink copy remains in your receipt book.
- All monies collected should be receipted and turned in on the date collected. Do not hold any money in your classroom.
- If you turn money in with a receipt dated more than a day later, you will be required to sign a form indicating that you did so.
- Money collected from PTO fundraisers should NOT be receipted.
- If it is necessary to void a receipt, staple the white copy on the same page or leave it attached if it is at the margin. When the master receipt is placed in your box, you must complete the appropriate form provided by the bookkeeper.

Field Trips

Field trips are an exciting way to connect student learning. Each grade level may take two field trips per year (one during each semester), unless approved otherwise. All field trips should be planned by the end of September. Prior approval of all field trips is required along with documentation to support which curriculum standard will be addressed. Pre and post activities are required. Confirmed dates should be added to the master schedule. Follow all MCPSS procedures when planning a field trip including the following:

- Field trip destinations must be approved by the Assistant Superintendent of Curriculum and Instruction. (See website for pre-approved trips.) If the field trip is out of state or county, special permission must be granted prior to planning.
- Estimate the cost of the trip by using mileage fees, driver cost, and admission for students, chaperones, and teachers. It is better to charge a little extra than to underestimate the cost.
- Determine the time of departure and arrival.
- Make your reservations and secure your bus drivers.
- Complete an “Educational Excursion and Bus Authorization” form and turn it in the bookkeeper at least two weeks prior to the trip.
- Send home permission slips and detailed information about the trip to parents. Students must have a signed parent permission form in order to participate in an off campus activity. (Verbal permission by telephone will not suffice.)
- You must collect enough funds to cover the entire cost of the trip.
- Prepare nametags, take health cards with emergency contact information, and make sure that someone has a cell phone.
- Leave employee cell phone numbers with the office staff.
- If lunches are needed you must notify the cafeteria in writing two weeks in advance.
- When you return from your trip, you must provide the bookkeeper with a signed copy of the excursion form or a bill if an outside company is used.
- If admission is charged, a receipt must be handed in as well.

Reminders:

- You and your students represent Meadowlake when you are off campus. A well-organized and managed trip will help to ensure your student’s best behavior and create a wonderful learning experience.
- No child can be denied a field trip if unable to pay.
- If you are denying a child permission to go because of behavior, notify the parent. Do not send the message by the child. Children should be given every opportunity to attend. (The principal must approve this action prior to parent notification.)
- Uniforms should be worn.
- No siblings can accompany the parent on field trips. This includes pre-school aged children.
- All persons attending the field trip should travel by the approved method of transportation.
- Field trips are reserved for students only.
- Refunds should rarely be requested.
- *See the Education Field Trips/Excursions Procedures information under the Curriculum and Instruction section of the MCPSS website for more information.*

Substitute Folders

In order for a substitute to have a good day, it is necessary for them to have the information and resources to do so. Please consider the following when preparing your substitute plans:

- You should have three days of generic plans available in cases of emergency. There should be more than enough material to keep the students engaged each day.
- Substitute folders should be prepared and should be in a prominent place in your room. Your grade level members should know where your plans are located.
- Included in the substitute folder should be a list of your students, a seating chart, a schedule, emergency information (fire, tornado, flood, bad weather), a list of children with medical problems, a list of children who need to be sent to the health room for medication, and dismissal procedures for the students and the substitute).
- List a partner teacher that they can go to for assistance, the names of several reliable children, names of children who may have restrictions, and information on your behavior management procedures.
- Please leave specific plans. Do not leave a note that says, "Just follow my plan book".
- If you have any problems with substitutes, let the principal know immediately.
- Be sure to tell them what time to arrive and what time they may leave.
- If they are doing your duty, let them know what time it begins and ends and where they should stand.
- When you know in advance that you are going to be out, ask a neighbor to watch for your class in the morning.
- If the substitute does not arrive on time, please let the office know.
- Let the office know the name of your substitute as soon as you have secured one.
- HR-124s should be given to the bookkeeper prior to the absence, when possible.

Each teacher should create a "split list" to be used in the event of an emergency or if a substitute cannot be obtained. A copy of the split list should be neatly displayed in the classroom near the door. Also, the receiving teachers should have a copy of the list, and a copy should be submitted to the office.

Grade Level Programs

Each grade level will plan a content related student performance for the school year. All students will have the opportunity to participate in the performance and parents will be invited to watch. The grade level may present as a whole or divide into smaller presentation groups. Your grade level can sign-up for the month of your choice, with one grade level performing each month.

Professional Learning Teams

Each teacher will be assigned to a content area Professional Learning Team. The three teams are: Math, Science, and English/Language Arts (ELA). Each PLT will also include a technology component. The PLTs will be responsible for sustaining each of these crucial content areas. PLTs will be responsible for providing support through professional development, faculty meeting updates, school-wide activities, etc. *Everyone on the committee is expected to take an equal share of the assignments and should share in leadership roles as necessary.* Use the PLCIA forms to document PLT meetings and activities.

Action Team Committees

Each teacher and staff member will be assigned to an action team. You are responsible for being present at all meetings. *Everyone on the committee is expected to take an equal share of the assignments and should share in leadership roles as necessary.* The chairperson is responsible for the delegation of tasks and activities, as well as assigning a scribe for the minutes. It is not the responsibility of the chairperson to perform all the duties or to take up the slack when someone does not complete an assigned task. Use the PLCIA forms to document Action Team meetings and activities.

STUDENT INFORMATION

Student Attendance

Student attendance is of utmost importance due first, to the direct correlation to student learning and the development of positive work habits and then, to the determination of AYP.

Attendance is a legal issue and should always be handled as a potential court matter. Please stress and carefully monitor attendance from day one throughout the school year. Make sure students and parents know of the focus on attendance and that school attendance also encompasses arriving on time (tardiness) and remaining for the entire school day (early dismissals).

All teachers will use I-NOW to record daily attendance. **All absences must be recorded daily by 8:30 a.m.** Our average daily attendance must be maintained at or above 95%. The registrar and the attendance officer will provide an in-service providing any changes or update information in attendance procedures.

MCPSS Attendance Policy

A. Students are required to be on time for school. It is the responsibility of the parent/guardian to ensure that their children arrive on time each day. After fifteen (15) tardies, a referral will be made to the Truancy Program.

B. Anytime a student is absent, the parent/guardian must send a written note to school satisfactorily explaining the absence. A satisfactory note from parent/guardian meets the following state guidelines:

- Illness
- Death in immediate family
- Inclement weather, which would be dangerous to the life and health of the child as determined by the principal
- Legal Quarantine
- Emergency conditions as determined by the principal
- Prior permission of the principal and consent of guardian

The note or doctor's excuse must be sent to school within three (3) days of the student's return to school to be counted as an excused absence.

C. On the fifth (5th) unexcused absence, a referral may be made to the Early Warning Truancy program. Attendance at the Early Warning Truancy/Discipline Program shall be mandatory except where prior arrangements have been made or an emergency exists.

D. A written note from parent/guardians, as described above, will excuse absences for up to but not exceeding eight (8) absences.

E. Parents or guardians of a student who is absent nine (9) or more times must present a clinical or doctor's excuse to the school in order for the absences to be excused.

F. Parent/guardians of any student having a chronic ailment that may cause the child to miss school during the year are required to provide the school with a doctor's statement

verifying the child's condition. This must be done as soon as the problem occurs and repeated at the beginning of each school year. Parent/guardian must still send a written excuse for each absence.

- G. Prior permission must be obtained from the principal in order for absences for out-of town trips to be excused.
- H. Students must be in attendance one-half of the instructional day to be counted present. An early dismissal before 1/2 day (3 ½ hours) or a tardy after 1/2 day is counted as an absence. Tardies and early dismissals are strongly discouraged.
- I. Parent/guardians of any students having housing instability that may cause the child to miss school during the year are requested to communicate with the school's administrator and/or registrar regarding their living situation

Headlice

Students should return to school as soon as possible cleared of lice and nits. Only three (3) days are excused for each occurrence of headlice.

Tardy Policy

Students are considered tardy if they are not in the classroom by 8:15 a.m. Tardies will be entered by office staff only, not by the classroom teacher. If a child comes in tardy, he/she must report to the office to receive a tardy slip before entering the classroom. Excessive tardies can be considered parental neglect. If you have a situation where a child has excessive tardies, please notify the registrar so that the matter can be investigated by the attendance officer. Early Warning Truancy and Court Referrals may result if there are excessive absences, tardies, or early dismissals.

Early Dismissals

Early dismissals are discouraged. Parents must sign their children out using the early dismissal log in the office. Children may not be picked up from the classroom unless the parent has a pass from the office. Early dismissals will not be granted after 2:30 p.m.

Discipline Policy

All students are expected to follow Meadowlake's school-wide rules as well as the MCPSS Student Code of Conduct. Each classroom teacher is expected to maintain a well-disciplined classroom. All efforts should be made to handle problems in the classroom before referring a student to the office. Establish consistent rules and standards on the first day of school. Teach your students the rules, consequences, and rewards. Be positive, and teach discipline as though it were a subject. It is critical to explain, model desired behaviors, and hold all students accountable. When referring students to the office or informing parents of discipline issues, use the carbon discipline forms. It is important to always keep copies.

Class Celebrations

Two celebrations a year may be held in elementary schools (one each semester). Any activity that is planned in the school that is a departure from the regular schedule and routine of the school is to be approved by the principal. All class activities and parties must comply with the MCPSS Wellness Plan.

Cafeteria Procedures

The cafeteria will be a pleasant place for everyone to eat. This can only occur if everyone follows the rules:

- Enter cafeteria quietly.
- Arrive on time, stay with your class as they go through the line, and sit at your assigned table.
- Teach, model, and practice appropriate eating manners.
- Leave on time.
- Sit with your class during the entire lunch period.
- Dismiss students to deliver trays systematically (not all at once).
- Ensure that your tables are left in appropriate order.

(No student should begin eating until all students are seated. This is common courtesy. ☺)

Children of Faculty and Staff

Your children are always welcome at Meadowlake. Please make sure your children understand you are at work and they should not contact you for any reason, nor should staff members contact you about non-emergencies. You may not leave your students to attend to the needs of your child or talk to their teacher and they may not interrupt your class to talk with you. Your children should not be given any special privileges. They should not be pulled from their class to attend any programs or functions of a sibling. If they forget their lunch, folder, etc., the classroom teacher will handle it. You must follow the same guidelines as other parents. Please review the parent/student handbook for parent guidelines regarding lunch, birthdays, etc. If you must attend to the needs of your child you must inform administration and clock out. Teachers should request a parent conference, write a note (not during work hours), or email your child's teacher (not during work hours). If there is an emergency, your child's teacher or administration will contact you. If you see your children on campus, a small finger wave is the only necessary action during work hours.

If you are working after school hours, your child/ren may remain on campus, however running and playing throughout the buildings, and in and out of classrooms, etc. is not permissible. Children should complete their homework while you work or be engaged in an activity that does not create additional work for custodians or other employees. Teachers and staff should arrange for childcare on teacher workdays and professional development days when students are not on roll.

After the afternoon announcements, a selected teacher will be on duty in her classroom to receive Meadowlake students whose parents are employees at Meadowlake. Please pick up your children from the selected teacher's room no later than 3:15 each day. Employee's children who will attend the Extended Day Program should report immediately to the cafeteria.

CURRICULUM AND INSTRUCTION

Specific information regarding curriculum will be provided, discussed, and monitored through grade level meetings and content Professional Learning Teams. Refer to the MCPSS website for curriculum updates.

Lesson Plans

In developing lesson plans, teachers will implement pacing to ensure all skills are taught before the administration of required assessments. Lesson plans should be completed in accordance with the MCPSS or local school policy. Lesson plans will include the four components (objective, materials, procedures/activities, and evaluation/assessment) as required by board policy. The four components must be written with enough detail information to identify what objective is being taught, instruction strategy used, and method of assessment. Clearly, a mere listing of page numbers is not specific enough to guide instruction.

The required major components are:

Objectives: Stated simply using a verb (ex. Introduce time to the hour)

Materials: Critical materials listed (ex. Judy clock, individual clocks, Book-Grouchy Ladybug)

Activity: (ex. Read book and set clock at each time change, match to book)

Evaluation: T.O. Checklist

Guided Reading: The guided reading plans must show evidence of grouping and literacy centers or alternate activities should be mapped out.

Plans should be created a week in advanced for most subjects. Lesson plans must be uploaded to Meadowlake's Site in Office 365 by Friday morning for viewing by the principal, grade level colleagues, and inclusion teachers for the next week.

Grade Book

All teachers in grades K – 5, P.E. and SPE, are required to maintain an I-NOW grade book and an individual student work folder (portfolio). The I-NOW grade book and pacing guide should be kept in the Lesson Plan/Grade Book binder. A folder of assessments, checklists, and anecdotal records should be maintained for justification in reporting to parents.

- Grading and the types of assessments given should be consistent with the MCPSS Curriculum Manuals, as well as requirements from the principal. Teachers can go online to find out all MCPSS requirements.
- Teachers must follow the grading parameters as established by the MCPSS.
- Grades must be posted to I-NOW weekly for parent availability.

Homework Policy

Homework is an important component of every student's instructional program. Students and parents should have a clear understanding of the objectives to be accomplished through homework and the role it plays in meeting curriculum requirements. Homework must reflect practices that have been taught in the classroom and provide reinforcement and/or remediation for students. It should be student managed, and the amount should be age-appropriate, encouraging learning through problem solving and practice. Parental support and supervision should be encouraged to reinforce the quality of practice and the products produced by the student. Home resources must be considered when making assignments. Students are not to be penalized for limited home resources. It is the school's responsibility to provide resources for students in need.

The time required to complete homework should be reasonable.

K – 2nd – 30 minutes, maximum per night

3rd – 5th – 60 minutes, maximum per night

Types of Homework:

Independent Practice: The assignment requires students to practice skills thoroughly taught in the classroom. Students should be successful in completing the assignment without parental assistance or re-teaching.

Extension or Enrichment: The assignment furthers student learning of a topic currently being taught. A minimal amount of parental assistance may be necessary.

Student Interest: The assignment is one selected by the student, based on personal interests or preferences.

Study: The assignment involves concentrated thought in an effort to learn. The assignment can be used to preview material and/or prepare for an assessment. This type of homework may not require a written product.

Problem Solving Teams

Students who are experiencing difficulties in the regular classroom must be referred to the Problem Solving Team. This committee will assist in identifying strategies to assist the classroom teacher. MCPSS Problem Solving Team guidelines will be followed in supporting at-risk students.

Special Education

Gifted and disabled special education students will participate in educational activities in an inclusive setting that is designed to help each student achieve maximum potential. Inclusion refers to the practice of supporting students with disabilities to meet individual learning and social needs within general education classrooms and alongside their non-disabled peers. The classroom teacher and the special education teacher will work together to make sure special education services are provided and IEPs are fully implemented.

**Meadowlake Faculty & Staff
Handbook of Policies & Procedures Form**

I have read and understand all the policies and procedures in the Meadowlake Faculty & Staff Handbook of Policies and Procedures. I realize that it is my responsibility to be familiar with MCPSS policies and procedures. I understand that I am responsible for following the guidelines outlined in this handbook.

Signed: _____

Date: _____