

**Isaiah J. Whitley
Elementary School**

Faculty and Staff Handbook

2016-2017

“Investing Jointly for Well Educated Students”



WHITLEY ELEMENTARY SCHOOL

This handbook has been developed to serve as a guide to information that will be frequently used by you. It contains professional information for faculty and staff members for the operation of the total school program. It can become an exceptionally valuable tool in your search to find necessary guidelines to your professional duties and an aid in planning the educational program and experiences for your students. Please refer to the ***Curriculum and Instruction Procedures and Guidelines Manual and the Human Resources Employee Handbook*** for additional information concerning policies and procedures.

Remember all resources at Whitley Elementary School are directed toward assisting you in providing excellence in education for each student. The administration, faculty and staff give total support to the classroom programs and the educational experiences of each student.

Let us make each day at Whitley Elementary School an exciting and rewarding experience for the entire team, students, faculty, support staff and the administration.

Jaa Daa S. Holcombe

Principal



ABSENCES – FACULTY AND STAFF

SICK LEAVE

Each faculty and staff member receives nine sick leave days and two personal leave days each year. A doctor's certificate is required for a person absent 10 consecutive days.

When it is necessary to be absent from school, the following steps should be taken:

1. Call Ms. Holcombe at 604-1388 to notify her of your absence.
2. Call Aesop at 1-800-942-3767 to report an absence, even if your position does not require a sub.
3. Make sure that complete plans and schedules are left for the sub.
4. If an additional day is needed, call Ms. Cannon and secure a sub through Aesop.
5. The day you return to school, complete an HR-124 and submit to Ms. Cannon. If you do not submit your HR-124 by the end of the payroll period, you will need to deliver it to payroll yourself.
6. **If you must leave early, you must clock out before leaving.**

CHILD ABUSE

Please be reminded that Alabama Law requires the reporting of child abuse to the Department of Human Resources (formerly known as Department of Pensions and Security) [Policy JGB]. Once it has been reported, it becomes their responsibility to investigate and determine if there has been abuse. The teacher's responsibility is to report any suspicion of abuse to the Principal and/or Counselor immediately. The school's responsibility is to report that there is reason to suspect abuse and let the appropriate authorities follow-up.

ANNOUNCEMENTS

Announcements will be made daily at 8:20 a.m. and at 2:55 p.m. The office staff will attempt to keep interruptions to a minimum using this schedule. Students are to be attentive, sitting quietly and listening while announcements are being made.

ARRIVAL AND DEPARTURE OF STUDENTS

Arrival - Classes will begin at 8:15 a.m. **Adult supervision begins at 7:45 a.m.** Those students eating breakfast at school should arrive no earlier than 7:45 a.m. Students not eating breakfast at school should report to their designated area in the gym or hallway. **Each teacher on duty will escort his/her students to the classroom when the 8:00 a.m. bell sounds.** All teachers will stand in the doorway of their classroom at 8:00 each morning to greet and assist in the monitoring of students.

Departure - Bus riders will be dismissed beginning at 3:00 p.m. by announcing the bus driver's name. One bus will be called at a time. Bus students will walk down the hallway to their buses. Non-homeroom teachers are on duty in the hallway to assist. Van riders will be dismissed to the gym once all bus riders have been dismissed. Assigned faculty members are in the gym to monitor van dismissal. Car riders and walkers will be then be dismissed by announcement.

All Homeroom teachers will escort their own car riders to their assigned location for dismissal. Teachers will remain with their students on car rider dismissal. Any student not picked up by 3:25 p.m. will be escorted to the school office.

ARRIVAL AND DEPARTURE OF TEACHERS

Arrival - School begins at 8:15 a.m. Teachers are required to be at school fifteen minutes before the start of the school day (8:00 a.m.). Please remember to clock in each day. **If you miss a punch or fail to clock in by 9:00, you must notify Ms. Cannon and complete an HR-4500A KRONOS Timekeeping Record Card.**

Departure - School dismisses at 3:15 p.m. Teachers are required to remain at school for fifteen minutes (3:30 p.m.) after the dismissal of students.

ARRIVAL AND DEPARTURE OF CLASSIFIED STAFF

Arrival – **All classified staff members should clock in each day based upon their approved schedule.** Early punches will result in unapproved overtime. All support staff must also clock in and out for their 30 minute lunch break. If you miss a punch, notify Ms. Cannon immediately.

Departure - All classified staff members should clock out each day based upon their approved schedule. Late punches will result in unapproved overtime.

DISCIPLINE

It is the teacher's responsibility for the order and discipline of the classroom. Pupils will be under adult supervision at all times. Students should not be placed in hallways unsupervised at any time.

Self-discipline is most important. Make every effort to develop it in the children.

If the teacher is unable to solve the problem, please send the pupil to the office with the student discipline referral form indicating the nature of the problem and what has been done to solve it. A record will be kept of each child who is sent to the office. Parents will be requested to come in for conferences if the problem is of a serious nature or if the pupil continues to create problems. Minor infractions should be and will be handled by the classroom teacher.

Exert your authority very firmly so that the class will know what is expected of them and the limits of behavior expected.

MAJOR DISCIPLINE PROBLEMS

According to school policy, no teacher can put a child out of the classroom. If a discipline problem occurs and the teacher cannot handle it, the teacher should fill out a discipline form and send the student to the office. Once a child arrives in the office, the administration will handle the problem the way they see fit. Teachers may not advise the administration as to the punishment the student receives. Since the teacher has exhausted all means known to correct the problem and has been unsuccessful, then the administration will make the decision as to what is done.

Students should be sent to the office for most aggressive behavior: fighting, threatening a teacher, possession of weapons, possession of a controlled substance.

FACULTY BULLETINS

The principal will place bulletins in our OneNote Staff Notebook by Fridays to share up-coming information, school news, etc., with the faculty. It is each faculty and staff member's responsibility to check the OneNote notebook to retrieve this information.

CURRICULUM BULLETINS

Bulletins from the Division of Curriculum and Instruction come in frequently and contain important information about the instructional program. As these are received, they will be disseminated to the faculty via e-mail, OneNote notebook, or being placed in your mailbox.

PARENT BULLETINS

The Parent Bulletins are written forms of communication between the school and the parents and are sent home at least monthly in the “Wednesday Folders”.

CLASSROOM BULLETIN BOARDS

Bulletin boards are a motivational and educational tool in the classroom. They stimulate interest, instruct, organize visual materials and improve the learning environment.

Bulletin boards should reflect the units of study and student's interest in the classroom. Bulletin boards need to be up-to-date and changed regularly to maintain student interest and an attractive appearance. You are encouraged to use student work and teacher-made materials on bulletin boards.

HALL DISPLAYS

All bulletin boards (classroom, hall, etc...) will be changed on the last day of each month.

CAFETERIA STANDARDS OF BEHAVIOR

1. Speak in soft voices and use good table manners.
2. Keep hands, feet and objects to yourself.
3. Stay in your seat and raise your hand if you need something.
4. **Return trays as a class, not individually.**
5. Make sure you leave your table area clean and free from trash.
6. Walk, do not run.

Teachers will sit with their classes during lunch.

Teachers ARE responsible for the behavior of their students during lunch.

DEPARTURE FROM REGULAR SCHOOL DAY

Two parties a year may be held in elementary schools.

Whitley's parties are scheduled for Christmas and the end of the year. Classes are discouraged from planning any activities of this type, such as surprise parties, birthday parties, etc.

Any activity that is planned in the school that is a departure from the regular schedule and routine of the school must be approved by the principal. This includes any and all of the following:

1. Dismissal of Classes
2. Changing Schedules
3. Special Parties, etc.
4. **Field Trips**

FIELD TRIPS AND EXCURSIONS

Field trips are defined as educational experiences conducted during the school hours and planned by the teacher to correlate with the regular classroom instructional program. Refer to the *Curriculum and Instruction Procedures and Guidelines Manual* for specific details regarding field trips. **Deadlines for payment of field trips from students/parents MUST be adhered to. Make NO exceptions. If a student misses a field trip for any reason, their payment is NON-REFUNDABLE.** No student will be excluded from field trips because of money.

**Ratio for Field Trips: PreK – 1st grade: 1 to 5
2nd – 5th grades: 1 to 10**

CLASSROOM ORGANIZATION

Teachers are one of the significant role-models in the lives of the children. If teachers use systematic planning and arrange their materials and supplies in an organized fashion, children will likewise learn to keep up with their things and become efficient organizers themselves.

On the contrary, if teachers are always losing things and the classrooms are cluttered with junk and materials, children tend to follow the example. The following suggestions are presented in an effort to help teachers become more efficient managers of their classrooms and learning environments.

1. Have a designated place for everything. From the first day of school, insist that everyone return books and items to the proper place.
2. Throw away all worn, dirty and yellowed charts and materials that no longer stimulate and motivate. Don't be a "pack rat". Eliminate all items you have not used in the last couple of years.
3. Enlist the help of all children in keeping the room in order. Each student should have a job task to perform. A job chart should be on the wall in each classroom.
4. Make proper use of your filing cabinet which has been supplied to house important records and papers.
5. Eliminate clutter in classroom. Keep table areas, bookshelves and your desk neat!

CLASSROOM NEATNESS

While classes are in session, the teacher and students need to take pride in keeping the appearance of their classroom neat and orderly. This does not mean that they are to perform custodial duties, but rather, that work areas, shelves and desks are to be kept neat and well organized. Books should be stored in proper places and paper should be kept off the floors. It is the responsibility of the classroom teacher to set cleanliness standards with students to eliminate paper and dirt from the floor during the day.

CONFERENCES

Teachers are expected to have parent conferences. They should be scheduled before school, after school or during your planning time. Should this result in a hardship on some parents, due to conflict with employment, please contact the principal, so that arrangements can be made. Use the quarterly parent contact log to document the conferences held and attempts to have a conference.

CUMULATIVE FOLDERS

Each student in grades 2-5 must have a cumulative record on file. Teachers are expected to check these records early in September. Send to the office the names of students who do not have records. If these are transfer students, please indicate the name of the school from which the student came. The registrar will request the records on new students as they register.

CUMULATIVE RECORDS TAKEN FROM THE OFFICE MUST BE SIGNED IN AND OUT BY THE REGISTRAR AND CLASSROOM TEACHER.

Black pens only are to be used so the ink will not run or fade. Felt tip makers are not to be used on cumulative records. Contents of the cumulative records may be obtained from the Registrar.

MONEY

All money collected (fundraiser, field trips, etc.) must be collected and turned into the office by 10:30 p.m. EACH DAY. (No money should be held over by the teacher from one day to the next.) Teachers must adhere to this so that time may be used most effectively in the office. Teachers must receipt all money in their receipt book before turning it in to Ms. Cannon. Teachers will receive a master receipt from Ms. Cannon after the money has been turned-in to the office.

FACULTY MEETINGS

Mondays are reserved for faculty meetings. Please schedule any appointments on days other than Mondays. Meetings will be held immediately after the dismissal of school. All professional employees are expected to attend and to remain for the entire meeting.

EARLY DISMISSALS

Students permitted to leave school on a regular school day at an earlier time must be signed-out through the office. The teacher will be notified via the school intercom system to send students to the office. No student is to be released to any person coming to the classroom.

TELEPHONE CALLS

Teachers or staff members will not be interrupted or taken from their duties to answer the telephone unless there is an emergency. All telephone calls will be placed in the teacher/staff boxes. Check for messages during planning time or after school.

The telephone is a business phone and should be used by students and school personnel only in emergency situations. Please screen requests from students. Try to find local room solutions if students forget things. Remember, doing without something sometimes teaches responsibility. In any event, when use of the phone is needed, teachers and students should secure permission from the office personnel.

DRESS CODE

Professional appearance is stressed for all persons employed at Whitley. Our appearance speaks for each of us before our expertise in our work is proven. Please refer to the Division of Human Resources Employee for dress code restrictions.

Teacher Records and Documentation

Attendance

Teachers are required to post their attendance each morning **BEFORE 8:30 a.m.** using *InformationNOW*. If you do not have access to the network, send an attendance list to the office.

Lesson Plans

Weekly lesson plans are required of all teachers and must accommodate student needs. Lesson plans must contain the four components: (1) objectives, (2) materials, (3) activities/strategies and (4) evaluation. Lesson plans must be current and available for review at anytime. **Collaboration among grade level teachers is strongly encouraged; however, each teacher is to have their own individualized lesson plan.** **Lesson plans for the current week are to be uploaded into our OneNote Staff Notebook no later than 9:00 a.m. each Monday morning.**

Assessments

Teachers are required to keep a master copy of the assessment administered for each area throughout the year. **Students' reading and math assessments must be kept on file for the entire school year to document progress in each subject.**

Grade Book

Teachers are required to use *InformationNOW* when recording and averaging student grades. **Teachers must record grades on a weekly basis.** Teachers should print weekly grades and store them in a binder/folder. Teachers are to print their gradebook at the end of each month and submit to Ms. Holcombe.

Progress Reports

A mid-quarter progress report is a valuable means of teacher-parent communication. Parents are informed and given the opportunity to assist their children toward improvement prior to the end of the quarter. Teachers are required to print and send mid-quarter reports to parents of all students. **Refer to the Faculty Calendar for Progress Report dates.**

PHYSICAL EDUCATION PROGRAM

The P.E. teacher is primarily responsible for the implementation of the Physical Education program. All curriculum guidelines should be followed.

The classroom teachers and P.E. teacher are expected to adhere strictly to the P.E. schedule and to assist with discipline problems that arise during the transition period.

Discipline problems occurring during the P.E. period will be handled by the P.E. teacher. No student should be returned to the classroom for any reason.

State law requires that all students receive P.E. instructions daily; therefore, no one can be punished by being removed from P.E. class.

Classroom teachers will walk their students to P.E. and will supervise the students until the P.E. teacher greets them. At the end of the P.E. time, the P.E. teacher will supervise the students until the classroom teacher arrives at the designated area.

EMERGENCY SUB FOLDERS

All teachers must have an emergency sub folder housed in their classroom, LABELED, and located on top of the filing cabinet. The folder must contain the following:

- Lesson plans for two days with materials copied
- Class Roll
- Daily Schedule/Special Schedules
- Lunch and P.E. Schedule
- Transportation home (bus, vans, walker/riders)
- Students with special needs (meds, etc.)
- Names of reliable students and neighboring teachers
- Seating Chart

FIRE AND SEVERE WEATHER DRILL

FIRE DRILL PROCEDURE

The school will conduct a fire drill at least once a month. A series of short bells will signal the beginning of the drill. Ms. Holcombe will give the signal to return to class.

1. Stop work and leave the classroom by designated fire exits.
2. Teachers lead the class and students will silently move in a single file line.
3. All doors and windows are closed.
4. Proceed a safe distance from the building and wait in line for the signal to return.

SEVERE WEATHER DRILL PROCEDURES

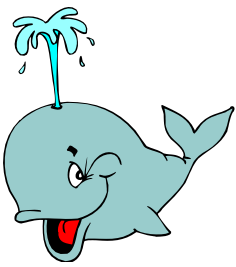
1. Students move immediately to Media Center to their designated area, kneel on the floor, and cover their heads with their hands and arms.
2. It is very important that there is no talking so that directions can be heard quickly.
3. Once the ALL Clear announcement has been made, all students and teachers will move back to their respective areas.

LOCKDOWN PROCEDURES

When the threat of violence occurs, you will hear the code word: "LOCKDOWN".

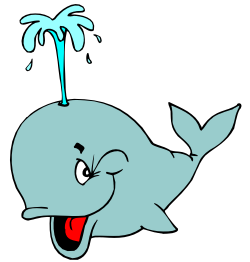
Lock doors and cover classroom door windows.

- Move students to the rear of the classroom.
- Pull shades or close blinds on windows.
- Turn off the lights in your classroom.
- Keep students as calm and quiet as possible.
- Remain in the classroom until the "all clear" announcement is given



Whitley Elementary School Discipline Plan

School-wide Discipline



In an effort to comply with the Mobile County Public Schools, which addresses a safe and orderly environment, Whitley Elementary will implement the following School-wide Discipline Plan.

Classroom Rules

Be Respectful

- *Keep hands and feet to yourself
- *Always use a quiet voice
- *Keep right when walking

Be Responsible

- *Be an active learner
- *Be prepared everyday
- *Be on time

Be Reliable

- *Be truthful
- *Report problems
- *Be safe

Cafeteria Rules

Be Respectful

- *Enter and exit in an orderly manner
- *Talk quietly
- *Keep hands off others' trays
- *Use good table manners

Be Responsible

- *Get all you need before sitting down
- *Throw away trash when told
- *Clean up after yourself

Be Reliable

- *Be safe
- *Follow directions of cafeteria staff
- *Report problems to adults

Hallway Rules

Be Respectful

- *Keep hands and feet to yourself
- *Walk quietly
- *Listen to your teacher's instructions

Be Responsible

- *Walk in a straight line
- *Remain in line order
- *Remain with your class

Be Reliable

- *Be safe
- *Walk to the right
- *Report problems to adults

Playground and P.E. Rules

Be Respectful

- *Keep hands and feet to yourself
- *Listen for directions from teacher
- *Take turns and be fair

Be Responsible

- *Use bathroom before PE
- *Follow game rules
- *Stay in your assigned area

Be Reliable

- *Play safely
- *Report problems to adults
- *Have fun

Restroom Rules

Be Respectful

- *Enter and exit in an orderly manner
- *Wait your turn if it is crowded
- *Respect the privacy of others
- *Keep hands and feet to yourself

Be Responsible

- *Flush toilets after each use
- *Wash your hands after bathroom use
- *Throw away all trash

Be Reliable

- *Be safe
- *Use facilities correctly
- *Report problems to adults

School Assemblies

Be Respectful

- *Be quiet during presentation
- *Be a good listener
- *Be considerate to others

Be Responsible

- *Be a good audience
- *Raise your hand to speak
- *Keep your voice down

Be Reliable

- *Be safe
- *Have fun and enjoy
- *Report problems to adults

Whitley Elementary School Rules & Expectations

1. Be on time to school and class.
2. Keep hands, feet, and objects to yourself.
3. Listen and follow directions the first time given.
4. Complete class work at school and homework at home.
5. Use appropriate language and quiet voices.
6. Refrain from harassing, teasing, intimidation, bullying, name calling, and profanity.
7. Treat others respectfully and refrain from aggressive behavior.
8. Seek adult help whenever there is a problem at school with another child or when there is a situation that is beyond the student's ability to handle.

Discipline Procedures and Consequences

Positive Rewards	Negative Consequences
1. Verbal Praise	1. Verbal Warning
2. Gain of a Privilege	2. Conference with student
3. Give Student Reward	3. Contact Parents
4. Treasure Box (5 blue cards)	4. Parent/Student/Teacher Conference
5. Compliment Card Party	5. Referral to Office

Actions by the Office

In School Suspension in another classroom may result, parents may be called to pick the child up from school for the rest of the day, or an out-of-school suspension may be issued.

When a student is referred to the office, the administration will determine the disciplinary action needed.