

Saraland Elementary School Faculty & Staff Handbook



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This handbook is provided to serve as a convenient answer for many of your questions regarding policies and procedures at Saraland Elementary School. An effort has been made to provide information at your fingertips; however, there will be times you will need to direct concerns and questions to the office. It is hoped that this handbook will prove to be a valuable asset to you in dealing with common concerns and questions of interest to all of the faculty and staff at Saraland Elementary School.

Saraland Board of Education Vision Statement:

The vision of Saraland City School System is to build a World Class Educational System for our children.

Saraland Board of Education Mission Statement:

The mission of Saraland City Schools is to ensure that all students realize their unique potential in a school system characterized by dedicated and exemplary staff, a supportive and involved community, recognition and celebration of diversity, optimal utilization of resources, uncompromising commitment to excellence, and willingness to affect change.



The Board of School Commissioners of Saraland City Schools does not discriminate in its educational programs or employment as it relates to race, color, creed, religion, sex, age, handicap, or national origin.

BELL SCHEDULE

Cafeteria serving breakfast	7:45
Take-In Bell	8:00
Tardy Bell	8:15
Walker Dismissal	3:05
Car and Bus Dismissal	3:10

ADMINISTRATIVE PROCEDURES

ABSENTEEISM- PERSONNEL

When it is necessary for a teacher/staff member to be absent from school, the following procedures should be taken:

1. Utilize the Kelly Educational Staffing Resources. If this is not possible, notify administration between 6:30 a.m. and 7:45 a.m.
2. Inform the principal, assistant principal or the secretary of the need to be absent.
3. Written lesson plans and schedules **must** be provided for each absence. Each teacher is required to have emergency lesson plans in a file in the classroom.
4. If an additional day is needed, call the principal or secretary before 2:30 p.m.
5. **It is your responsibility to complete the HR-124 Form (Application for Leave) the day you return to school. HR-124 forms are available in the office. Be sure to check the reason for your absence (Professional leave, personal leave, sick leave, or other paid leave/unpaid leave).**

Sick Leave:

One day per work month of sick leave is granted teachers up to a total of 250 days. A doctor's statement is required and should be attached to the HR 124 for a person absent over 3 consecutive days and may be required at other times.

Sick leave is defined as follows:

- Personal illness
- Incapacitating injury
- Assisting an ill member of the family
- Death of an immediate family member

Personal Leave:

Teachers are granted two days of personal leave per year to be used for business purposes. Professional employees must complete Form HR-124- "Request for Personal Leave Days" two weeks prior to anticipated leave for approval or disapproval.....except in an emergency, when oral permission will be provided by the principal. Personal leave is prohibited during the first two and last two weeks of school except in emergency situations. Each employee has two (2) personal days (one personal day if hired after February 1). Deductions shall be made from the last check for personal days used in excess of those allowed.

ABSENTEEISM- STUDENT

1. Each parent is encouraged to notify the school when a student is absent.
2. A note from the parent is to be brought to the teacher within three days of the student's return to school after an absence.
3. The teacher is to send a referral to the office when the following occurs:
On the **third day of the consecutive absence** of a child or the **sixth day of total absences** from school, you need to also inform the parent in an effort to improve attendance.
On the **tenth day of total absences** you will need to inform the School Registrar.

ACCURACY OF RECORDS

It is the responsibility of each teacher to maintain accurate records. Black ballpoint ink will be used on all records. Felt pens should not be used.

ANNOUNCEMENTS

Announcements will be made daily at 8:15 a.m. and at 3:00 p.m. The office staff will attempt to keep interruptions to a minimum. It is most important that everyone listen attentively to the announcements. Announcements to be made over the intercom system must be written in the announcement binder.

ARRIVAL AND DEPARTURE OF STUDENTS

Arrival:

Carpool students should not arrive at school before 7:45 a.m. Students who plan to eat breakfast should report to the cafeteria at 7:45 a.m. Other students should report to the gym and be dismissed to class at 8:00.

Departure:

Students will be dismissed in an orderly fashion. The office will announce when it is time for each designated dismissal. Teachers on afternoon duty will remain at their assigned duty stations until 3:30 p.m. or until all students have left the campus. Teachers need to work with a "buddy" teacher to make sure all students are supervised during the dismissal.

ATTENDANCE DOCUMENTATION- PERSONNEL

- The Gorrie-Regan time and attendance labor management system should be used to document hours worked on a daily basis. The system scanners are located in the cafeteria and the sign-in box area (by the office).
- Personnel having before school duty, are to report to their designated areas at 7:30.
- The SBOE policy states that all teachers should be in their respective rooms fifteen (15) minutes before school begins- 8:00.
- Teachers are to remain at school at least fifteen (15) minutes after the students leave in the afternoon- 3:30

ATTENDANCE DOCUMENTATION- STUDENT

Teacher:

- Post attendance by 8:30 a.m. in INOW.
- Attendance should be accurate and up to date.
- Computer printout by homeroom will be corrected and signed at the end of each 20 day reporting period.

Office:

- Print/distribute monthly (20 day Attendance Period) by homeroom.

Student's Daily Attendance:

1. Teachers should code attendance carefully. These records are legal documents.
2. Codes for absences:
 - P** – Excused by parent note (within 3 days of the absence)
 - D** – Excused by doctor (within 3 days of the absence)
 - S** – Suspended
 - O** – Other absences such as court, family excursions, religious holidays, head lice
 - T** – Tardy
3. A doctor's statement is required for all absences after the tenth parent excuse.
4. Pediculosis (head lice)—Excused absences are limited to three days per incident. Code "O".
5. Death of a relative — Absences limited to three days per incident unless reasonable cause can be shown for additional days.
6. Codes of "O" must be cleared through the principal, prior to the absence, unless an emergency occurs.
7. **All early dismissals: Students will be called to come to the office. Parents must not come to the room to get their child for early dismissal.**
8. A student should not be admitted to the classroom after 8:15 a.m. without a tardy slip.
9. Keep all parent/doctor notes on file to be submitted to the office at the end of the year.
10. If you have concerns about a child's attendance contact the school registrar.

AUDIO VISUAL EQUIPMENT CHECK-OUT AND INVENTORY

An inventory is maintained in the library of all AV equipment checked out to teachers. Each teacher is responsible for the AV equipment that has been assigned to them. Equipment has been assigned by either property number or serial number. A master inventory is maintained in the media center. All AV equipment must be tracked for inventory purposes. During the summer all equipment must be stored in your designated storage area. Any equipment removed from the school must have the principal's prior approval and be signed-out by the media specialist.

BOARD POLICY

Copies of the Saraland City School Board Policy are available for reference on the district website and in the library. Teachers should familiarize themselves with the contents of the book and refer to it as the need arises. There are also copies of the policy book in the principal and assistant principal's office.

CAFETERIA PROCEDURES AND BEHAVIOR

Saraland Elementary School offers a food service program that includes breakfast and lunch. Forms are sent home for parents to apply for free or reduced meals- only one form per family must be completed and will be kept on file. Those students who received free or reduced meals the previous year will continue on the program until the deadline date for current forms is submitted and approved. Each student will be issued a number code as to free, reduced, or pay status.

- Students that eat breakfast will report to the cafeteria at the designated breakfast time.
- Breakfast and lunch monies will be collected in the cafeteria.

- Food purchased in the cafeteria by personnel must be consumed in the cafeteria.
- Classes will move quietly in line to the cafeteria at their scheduled time.
- Students will eat in an orderly manner and talk in quiet tones.
- Classes will empty plates as a total group after everyone has finished eating.
- Classes will leave the tables and floors free of paper and food. Students **are not** responsible for sweeping and mopping areas.
- Each teacher is to supervise his/her own class at lunch and sit at the designated lunch table with students.
- Time schedules and tables are assigned to each grade/class.
- **All faculty members** are to eat their lunches in the cafeteria. (Exception: office clerks, Paraprofessionals, custodians nurse, and bookkeeper have duty free lunch.)

CARE OF PROPERTY

Teachers have the responsibility for caring for and exercising supervision over the use of all property and equipment. Regular inspection should be made and any damage or destruction should be reported immediately to an administrator. Any facility damage should be reported directly to the principal in writing.

Teacher supplies purchased with system allocated money remain at the local school if a teacher transfers or leaves for any reason.

CHILD ABUSE

Alabama law requires the reporting of child abuse to the Department of Human Resources. 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 immediately.** The school's responsibility is to report that there is reason to suspect abuse and let the appropriate authorities follow up.

CODE OF CONDUCT AND DISCIPLINE REFERRALS

Each parent will receive a SBOE Code of Conduct as part of the registration packet. Section III: Student Misconduct (Class I, II, III) describe a broad range of acts of misconduct, which are prohibited in school.

In situations involving classroom discipline, every teacher should do the following:

1. Expect all students to maintain discipline conducive to good learning.
2. Provide a classroom atmosphere which best promotes proper discipline.
3. Follow the School-wide Discipline Plan.

Teachers should not allow students to misbehave in class. If a student is acting in an inappropriate manner in the classroom and **will not respond to consequences administered from the discipline guidelines**, send the student to the office with a completed discipline referral form. Explain in detail what the student did and/or what the student said, refrain from expressing personal opinion. Call the office and inform them that you are sending the student to the office. However, attempt to resolve the problem at the classroom level by using the following suggestions:

1. Talk with the student at the first sign of misbehavior.
2. Talk with the student in private; be firm, fair, and reasonable.
3. If the student continues to misbehave, follow procedures set by the School-wide Discipline Plan.

Teachers should familiarize themselves with the School-wide Discipline Plan and Student Code of Conduct.

COLLECTION AND EXPENDITURE OF FUNDS

All matters relative to the collection and expenditures of funds shall be handled by the bookkeeper.

Collections:

Receipt cards in an envelope will be issued for receipting field trips. Use this envelope to turn your receipt card and money into the office daily when receipting. You will be issued additional cards as needed. You will need to:

1. Complete and issue each child a receipt. Specify if they paid by cash or check in the column listed on the receipt. If they pay by check it **must** have a physical address and phone number on it. Turn your receipt card and money into the office by 9:00 a.m.
2. Press hard when writing due to the carbonized paper.
3. All money must be collected daily and turned into the office by **9:00 a.m. each day.**
4. Money must not be held over by the teacher from one day to the next.

Snack money may not be collected after 8:15 a.m. each day.

Expenditures:

Teachers are required to have an approved requisition before making any purchases. Requisition forms are available from the bookkeeper. List the date, vendor, quantities, items, and prices on the requisition. Present the completed requisition(s) to the bookkeeper for **approval by the principal**. After approval, your requisition will be issued a purchase order number. **Reimbursements to individuals will not be permitted.**

COMMUNICABLE DISEASES

All communicable diseases must be reported to the school nurse. Each teacher will be responsible for reporting students in their room that are absent for the following reasons:

Bronchitis	Hepatitis	Pneumonia	Scarlet Fever	Whooping Cough
Chicken Pox	Impetigo	Polio Myelitis	Small Pox	
Diphtheria	Influenza Epidemic	Rabies	Staph Infection	
Encephalitis	Measles	Rheumatic Fever	Tetanus	
German Measles	Meningitis	Rheumatoid	Tuberculosis	
Heart Disease	Meningococci	Salmonellosis	Typhoid	

CONFERENCES

Teachers are expected to have parent conferences as needed. Conferences should be scheduled before school, after school, or during planning time; should this result in a hardship for some parents, due to conflict with employment, please contact the principal so other arrangements can be made. Each conference must be recorded on the Parent Contact Log provided and submitted to the office monthly.

COPY MACHINES

The copiers are located in the workrooms for use during your planning period. Students are not to use copiers. The office staff **CAN NOT** make copies for teachers. Teachers are expected to clean up after themselves and help maintain proper care of copiers. **Do not leave the copier jammed.** Notify the office immediately of any copier issues.

CUMULATIVE RECORDS

When cumulative records are removed from and returned to the office, indication must be made on the Cumulative Folder Log. Cumulative records **must always** remain at school. The records are private and legal documents.

When a child transfers, a withdrawal form will be generated by the attendance clerk. The student must clear monies owed in the cafeteria, library, and textbooks.

CUSTODIAL SERVICES AND MAINTENANCE REQUESTS

When teachers/classrooms have need of custodial repairs or services, requests should be **submitted in writing** to an administrator. The need will be reviewed and the appropriate individual will be notified.

DEMOGRAPHICS

Demographic information is **confidential**. Social security number, address, telephone number, parent name, grades or any other information concerning students is **NOT** to be released to anyone. Do not leave any listings in view for others to obtain information. Any student changes (addresses or guardianship) should be reported to the registrar.

DEPARTURE FROM THE REGULAR SCHOOL DAY

Two parties may be held during the school year- Christmas and End of the Year.

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 Schedule
3. Changing grade placement (even for one day)
4. Special Parties/Events
5. Field Trips
6. Holding class outside the room

DISTRIBUTION OF TEXTBOOKS

The front inside cover of each student textbook should have a printed form stamped inside. All information should be completed at the time the textbook is issued. Textbooks that students will be taking home during the year should be checked out in the following manner:

1. The teacher should write the child's name in ink where it reads "issue to..." Do not allow students to write in their own names.
2. Write in the year the book will be used.
3. Write in the condition of the book.
4. Sign or initial your name next to the student's name.
5. Impress upon students the necessity of taking care of textbooks.
6. At the end of the year, examine students' textbooks before turning them in and write in the condition of the book being returned. Abused books should be reported.

Students who leave or transfer need to be clear of all textbooks and library books checked out to them.

DRESS CODE- PERSONNEL

All employees (professional, administrative, and support personnel) should be professionally and appropriately attired when conducting school system business. Personnel are to be role models not only in behavior, but also in choice of attire.

DRESS CODE- STUDENT

The mandatory uniform policy will be implemented on the first day of school.

Disciplinary action will be taken to enforce compliance with this policy. Students who do not comply with this policy will be denied admission until such time as they are in compliance.

All students will wear the approved uniform set forth by Saraland City School System. All students will wear uniforms each day. Random checks will be held to ensure all students are in compliance with the school uniform policy. Any student who does not comply with the policy will not be allowed to remain in the classroom. Parents will be notified by the office staff to pick-up their child at school. We will not have supervision for students who do not comply with the policy; therefore, either the appropriate uniform apparel must be brought to school or the student must be picked up from school.

DRILLS- FIRE, LOCKDOWN, AND TORNADO PROCEDURES



EDUCATIONAL EXCURSIONS

Field trips are defined as educational experiences conducted during the school hours and planned by a teacher to correlate with the regular classroom instructional program. Teachers are to plan excursions by grade level that correlate with the *Alabama Course of Study*. Educational Excursion forms are available in the Curriculum and Instruction Binder. The following procedures should be followed:

1. Schedule field trips at the beginning of the school term. The principal must approve the scheduled field trips.
2. Secure chaperones (1 Chaperone per 10 students).
 - a. K-Walking Trips ---1 per 5 students

- b. K- Bus Trips ---1 per 8 students
 - c. If possible all classes need to secure one extra chaperone.
3. Complete the *Educational Excursion and Bus Authorization Form* and submit it to the bookkeeper. The bookkeeper will:
 - a. Secure approval/disapproval from the principal and give the field trip form to the Registrar.
 - b. The Registrar will secure the bus driver(s).
4. Teachers will send a note home prior to the field trip stating that field trip money will be collected during a designated 2 week period.
5. Field trips are non-refundable except in extreme cases as deemed by the principal on a case by case basis.
6. Send home permission slips at least three weeks in advance. (Teachers **must** use the *Educational Excursion Permission Form* provided).
7. Permission slips and money must be turned in to the teacher no later than one week prior to the field trip. Turn the money, with the appropriate receipt into the office, clearly marked FIELD TRIP and keep the permission slips on file.
8. Permission slips are to be placed in the teachers' box in the office prior to departure. Upon returning from the trip, the teacher should keep the slips on file until the end of the school year.
9. Any child unable to attend the field trip due to finances of the family should be referred to the principal.
10. Submit to the office a list of students NOT GOING on the field trip and indicate the teacher's name with which students are placed.
11. NO CHILD will be allowed to participate in field trips without WRITTEN PERMISSION from their parent or guardian.
12. Each student **MUST** wear a Saraland Elementary School name tag.
13. Discuss proper behavior with your students.
14. Students with U (Unsatisfactory) or NI (Needs Improvement) in conduct as reflected upon their report cardsteacher should discuss these individual students with principal prior to the students taking home permission slips.
15. The class should be ready to board the bus fifteen (15) minutes prior to departure.

E-MAIL

E-Mail is susceptible to review by school administration. Please use email strictly as a professional means of communication.

ERRANDS

It is most important that each child remain in the instructional program throughout the day. Limit helpers in running errands. The office staff will work diligently to avoid interruptions as much as possible. Be considerate of fellow teachers concerning interruptions. Students should not be sent to other classrooms unless it is absolutely necessary. Please, only send one student on an errand. When sending students to the office or to other areas, write the nature of the errand on a note, many times the student arrives to give a message but has forgotten the message.

FACULTY MEETINGS

Faculty meetings will be held Monday afternoons immediately after the dismissal of school. All professional employees are expected to attend and to remain throughout the meeting. Plan to work in grade level meeting, in your classroom, or with committee team members if a faculty meeting is not held.

FIRST AID, SICKNESS, ACCIDENTS, AND MEDICINES

Students who are too sick to do their work may be sent to the first aid room. A **sick room pass** is necessary. Parents will be called by the school nurse or office staff, teachers are not to call parents.

Note students with many or recurring health problems and discuss these problems with parents and/or school nurse. If you become aware that a student has an illness such as diabetes, heart condition, epilepsy, etc., check the information on the student's health card on file in the first aid room. The school nurse should be made aware of any medical circumstances.

The dispensing of medication by school personnel is prohibited unless the personnel has received training. However, in the event that a child is placed on prescribed medication, the parent should be referred to the school nurse. If a child should bring medicine to the school, you should escort the child to the office with the medication. All medicine will be kept in the first aid room in a locked cabinet and a log will be kept on file. **Medication will not be kept in the classrooms. Medication must be administered by the school nurse or trained personnel.**

Latex gloves have been provided for all school personnel. You should use latex gloves at ALL times when dealing with ill or injured students (example: nose bleed, vomiting, etc.)

If a student should become injured while under your supervision, notify the office and nurse prior to moving the student. **Injuries and accidents must be reported by the teacher on an accident form (Form HS002) and turned into the office within 24 hours. Your accurate written account of the incident is vital in the report.**

FUNDRAISING PROJECTS

All fundraising projects will be conducted as a total school effort with **prior principal approval**. Any funds raised by any sales must be receipted by the bookkeeper and placed into appropriately designated school accounts.

GRADE BOOKS/INOW REPORTING AND PROGRESS REPORTS

Each teacher must keep grades in all subject areas. Teachers must follow the Curriculum and Instruction guidelines pertaining to grades/grade books. Should a parent question a grade, the grade book will be examined. The final grades recorded in the grade book for each quarter should be the same as those recorded on the report card. **Grades must be assigned according to the guidelines in the Curriculum and Instruction binder for INOW grade reporting and Reporting to Parents.** To document recorded grades, a sample work folder must be kept on each student. These should be filed alphabetically in the file cabinet. The principal may review these folders to monitor the student's progress and/or confer with parents during conferences.

Under no circumstances should students enter any information of any type in the INOW Program or have access to any grades except his/her grades. Grading and attendance records constitute a legal document. **Only teachers may record grades, produce progress reports, and hold conferences regarding student grades.** Paraprofessionals, substitutes, or volunteers should not enter, compute, scan, or verify any grades.

At the end of each quarter, each teacher will print, verify, sign, and submit grade verification sheets to the registrar. The principal will inform teachers of the deadline to submit them to the registrar.

The INOW computer program will be used to generate all progress reports. Progress reports will be sent home bi-weekly to all students.

INTERNET/COMPUTER USE- STUDENTS

System personnel must enforce Board Policy, which requires a student and his/her parents to sign a contract regarding the use of the Internet prior to the student using the Internet. Prohibit students from playing games and visiting websites that are not educational. Students should utilize school computers strictly for subject relevant software and websites.

LEAVING THE SCHOOL GROUNDS

Students are not permitted to leave the school grounds without permission. Once students arrive on campus, they are the responsibility of the local school. Teachers are not to release students from their classroom to anyone. If a parent, or any person appears at your classroom door, refer them immediately to the office. Should they insist on taking the child, call the office immediately for assistance.

LESSON PLANS

Individual teachers are responsible for developing and maintaining current lesson plans. These plans are required to be used by each teacher to plan the educational program taking place in their classroom. Lesson plans will be submitted to the office each Friday for the following week's lessons. The following are required components of lesson plans:

1. Objectives- specified for each subject as well as each level for small group instruction using Alabama Course of Study
2. Materials
3. Activities/Strategies- research based activities
4. Evaluation

LOUNGES/WORKROOMS

The lounges/workrooms are for use of the faculty and staff. Teachers are not to send students to the lounges/workrooms.

MAILBOXES

Individual mailboxes for teachers and staff are located in the sign-in area near the front office. Teachers are requested to pick up their mail daily and check for any messages received during the course of the day. If a message is of an urgent nature, it will be brought to the classroom or the teacher will be asked to come to the office. **Teacher boxes are protected under privacy laws and should not be tampered with without permission or authority.** Students are not to be in the mail area under any circumstances.

MAKE-UP WORK

Students with lawful absences have a right to make up work. The student and parent should take the initiative in this endeavor. Make up work arrangements are to be made individually between the teacher and the student. This information is to be included in the teacher's Beginning of School Parent Newsletter.

PARENT BULLETINS

Parent Bulletins will generally be sent home bi weekly on Mondays. Teachers are expected to read the Parent Bulletin to the students. Please emphasize the importance of the bulletin and the students' responsibility for the bulletin arriving home.

Teacher Bulletins will be distributed at least once a month. (Announcements/special dates may be included in faculty meetings and/or grade level meetings).

PHYSICAL EDUCATION PROGRAM

The PE teachers are responsible for the implementation of the physical education program. Classroom teachers, PE teachers, and aide are expected to adhere strictly to the PE schedule and to assist with discipline problems that should arise during the transition period. Discipline problems occurring during the PE period may be handled by the PE teachers.

State law requires that all students receive PE instruction daily; therefore, a student must not be punished by being removed from the PE class. A doctor's slip is required if a child is ill and not allowed to participate.

Classroom teachers should walk their students out of the building and will supervise them until the PE teachers or PE paraprofessional come for them. At the end of the PE time, the PE teachers or paraprofessional will supervise the students' return to the classroom unless otherwise directed. The classroom teacher must be in the classroom upon the returning of his/her students from PE class.

PLANNING TIME

Personnel are not to leave campus during "duty free or planning" time without the authorization of the principal or his/her designee except in case of extreme emergency. If the principal/designee authorizes the employee to leave campus due to an emergency, the employee must sign out and sign in on a log maintained in the school's office.

PROPER NAMES

All adult school personnel should be referred to by his/her last names with titles of respect during the school day, especially in the presence of students. Students follow the examples set for them by adults.

PROVISIONS/PROCEDURES FOR CHILDREN OF FACULTY/STAFF

The following provisions/procedures should be followed for personnel's children:

1. **ILLNESS**— If your child becomes sick during school hours, he/she will be referred to the First Aid Room. The school nurse/principal and/or designee will notify you and make arrangements for your class to be supervised while you report to the First Aid room to check/make arrangements for your child. Students **are not** to report to the parent's classroom during instructional time.
2. **SUPERVISION AT ARRIVAL/DISMISSAL** --- If your child(ren) ride to/from school with you, they must remain in your classroom each morning until the official school time to report to class. At dismissal, the child(ren) will be dismissed to parents' classrooms on the carpool bell. Wandering the halls, campus, and/or unsupervised on the playground are unacceptable. Supervision of all students is necessary for their safety.
3. **TEACHER WORK/PROFESSIONAL DEVELOPMENT DAYS**--- Work/Professional Development days are a regular contract workday. All staff members are expected to make appropriate childcare arrangements. Children **may not** be brought to the school on teacher workdays.

SCHOOL SAFETY PLAN

The purpose of the school safety plan is to prevent and/or control situations that disrupt the educational process and to provide for the safety of students and school employees in an emergency situation.

This plan is designed to serve as a system-wide effort to integrate the local school plans and central office response in the many diverse situations that may arise.

Each staff member will receive a copy of Saraland Elementary School Safety Plan. It is the staff member's responsibility to be familiar with the plan and follow the directions outlined should an emergency situation occur.

SECURITY

Keep all purses, wallets, and valuables in a safe place to eliminate potential problems. It is wise not to bring large amounts of cash to school. Follow all safety/security guidelines while on the school campus. Report any unusual happenings, questionable instances/persons to the office immediately.

STUDENT ASSESSMENTS

Student reading and math assessments should be filed by student each quarter. The assessment folders should be kept on file in your classroom through December of the following year. Tests are not allowed to be sent home. This is to secure the validity of each test that is given throughout the year. Parents/Guardians are welcome to schedule a conference time to look over the weekly tests.

SUPERVISION OF STUDENTS

The school day should be structured so that students are involved in learning experiences throughout the entire day. The role of the teacher is to structure the environment, teach the concepts/objectives, evaluate, and supervise the students. Each teacher is responsible for his/her students at all times during the school day. **STUDENTS ARE NOT TO BE LEFT UNSUPERVISED.** It is suggested that you make prior arrangements with a neighboring teacher to supervise students or call the office if you should have an emergency requiring you to leave the students.

TEACHER NEWSLETTERS

ALL notes/newsletters should be submitted to grade level chairpersons for proofreading **before** they are sent home to parents.

TELEPHONE CALLS AND CELL PHONE USE

Personnel will not be interrupted or taken from their duties to answer telephone calls unless there is an emergency telephone call. All telephone calls will be placed in the teachers' boxes. Check for messages after school.

The office telephone is a business phone and should be used by the faculty and staff for school business (e.g. Parent Calls, etc.). Students will not be allowed to make phone calls except in extenuating circumstances. (Forgetting a homework assignment or book is not an extenuating or emergency situation). If you send a student to the office to use the phone, he/she must have a note.

Personal cell phone use (calls, texting, e-mails) should be avoided **at all times** during school hours. Cell phone use should be limited to **extenuating issues**. Student use of teacher's personal cell phone is strongly discouraged.

VIDEOS

The following guidelines must be followed in the use of videos:

1. Lesson plans must reflect /list the video/objectives.
2. Only G-rated videos are permitted.
3. Only two (2) classes will be allowed to group together, occasionally, to view videos.
4. An instructional video permission form should be submitted to the principal for approval prior to showing a video.

VISITORS ON CAMPUS

State law requires that all visitors report to the school office. All visitors should report immediately to the office where they will be issued a visitor's pass that should be visible. If someone does not have a visitor's pass they should be considered unauthorized and reported immediately to the office. All teachers share a responsibility in this endeavor.

SAMPLE FORMS

Included in this handbook are sample forms. Faculty and staff need to familiarize themselves with the forms and procedures. Extra copies are available.