



2024-2025

Faculty Handbook

10280 Godwin Road
Arlington, TN 38002
901-416-0325

This handbook represents a good faith effort to present in writing the policies, expectations, and procedures for faculty members at Barret's Chapel School. Additions and amendments may be given to you during the school year. This handbook is to be used in conjunction with the MSCS Employee Handbook, NOT to supersede it. The administration expects each faculty member to follow the guidelines outlined in both handbooks. Please keep your handbook and refer to it throughout the year.

Please remember that it is every employee's responsibility to be familiar with the policies contained in ALL handbooks.

Barret's Common Vision

Believing

Caring

Succeeding

The mission of Barret's Chapel School is to ensure a strong educational foundation that empowers students to become life-long learners and citizens of high moral character.

Table of Contents

Athletics & Clubs	page 4	Safety Procedures	page 18
Behavior & Discipline	4	Scheduling Conferences	19
BrightBytes	5	Sexual Harassment Prohibition	19
Behavioral Expectations	5	Sick Students	19
Procedures for Handling Behavior	5	Special Ed & Behavior	19
Logical Consequences	7	Student Assessment & Grading	19
Administrative Assistance	8	Student Absences	20
Chronic Behavior	9	Student Custody Issues	20
Bullying	10	Student Fees	20
Classroom Care	10	Student Records	20
Classroom Schedule	10	Substitute Folders	21
Copiers	10	Sunshine Fund	21
Dress Code	11	Telephones	21
Dismissal	11	Textbooks	21
Duty (AM & PM)	11	Visitors	22
Duty Descriptions	12	Use of Time	22
Email	13	Wall Displays	22
Equipment	13		
Faculty Absence	13	Appendix	23-24
Faculty Accidents	13		
Faculty Dress	13		
Faculty Meetings	13		
Faculty Responsibilities	14		
Faculty Workday	14		
Family Communications	14		
Field Trips	15		
Grade level PLC Meetings	15		
Instructional Funds	15		
Lunch Expectations	16		
Mailboxes	16		
Maintenance	16		
Media Communications	16		
Recess	16		
Report Cards	17		
Retention	17		
RTI	17		



School Board Policies

Please remember that MSCS Policies may change at any time during the school year. It is the responsibility of the teacher to review the policies of MSCS.

The MSCS Policies are published by the Board of Education and are available for teachers to read on MSCS District Website (<http://www.scsk12.org/policy>).

Faculty Expectations and Responsibilities

Faculty Information

Accurate information on all staff is essential. Every person employed at Barret's Chapel School is to keep current personal information on file in the office at all times. Any change to an employee's name, address, telephone number, marital status, or emergency information must be reported to Human Resources. Please complete the faculty information sheet and turn it into the compliance manager. Please notify the school's compliance manager of any changes. Your personal information will be placed in the Barret's Chapel Directory, which is for staff only.

Athletics & Clubs

School Clubs and Athletic programs will place the highest priority on academic achievement and character development. Participation in clubs and athletics as an extracurricular activity provides students with important skills and habits that can assist in character development and academic proficiency; such as: team building, leadership, self-discipline, healthy competition, integrity and physical fitness.

Participation in athletics and clubs is considered a privilege that is afforded to students by Barret's Chapel. Therefore, participation in athletics and clubs can be revoked for students whose behavior and/or grades violates Barret's Chapel and/or Shelby County Schools Student Code of Conduct.

Coaches/sponsors of athletics and clubs are responsible for all students who are staying after school. Coaches and sponsors must ensure all students staying for afterschool activities are monitored and are picked up by the appropriate parent before leaving campus. Also, if the coach/sponsor is canceling the afterschool activity or changing a practice time, it is that coach/sponsor's responsibility to make sure all students and parents are made aware of the cancelation before 3:15. This will allow students time to make arrangements for transportation home.

Teachers that are sponsors or coaches will still be expected to attend faculty meetings on Wednesdays. Best practices would be to have a teacher assistant sponsor/parent run practice until the faculty meetings conclude or not schedule practice on Wednesdays.

Behavior and Discipline

Philosophy Statement

The relationships nurtured within our school community are the foundation of our school-wide discipline plan. Our school community provides preventative, proactive and positive approaches/methods in hopes of preventing challenging behavior before it occurs. We believe all behavior serves a purpose and must be viewed as a mechanism to meet individual needs. Behavior challenges are managed as opportunities to teach acceptable behaviors. Whether preventative or reactive in nature, we safeguard the dignity and self-worth of each person in our school community. Teachers and staff should always use a respectful tone when redirecting student behavior.

Our goal is to create a caring school community where everyone is treated with equity, dignity, and respect. When we teach children pro-social behavior, care of materials, safety, voice control, and appropriate ways to dispel anger, we need to model these behaviors ourselves. We must demonstrate the same respect and concern for the child that we show when we interact with adults, or when we teach new concepts to children in other areas such as language arts and science. For example, we would not remove children from the group for not immediately grasping the properties of water; neither is it appropriate to remove children from the group for not understanding the value of verbal communication. The only way children are going to learn the appropriate behavior is if they are taught and allowed to practice repeatedly. ***All Barret's Chapel teachers MUST regard discipline as teaching an appropriate form of behavior, not as punishment.*** Teachers are not to assign children write-offs or place them in the hall for time-out! The behavior of a child is never discussed in front of other children or adults. Behavior is kept private between teacher and child.

Disciplinary Actions will follow the SCS student code of conduct.

In an effort to "start off on the right foot," and begin a positive, open line of communication, every homeroom teacher and/or SPED teacher will be required to make positive parental contact via phone within the first two weeks of school. A log must be turned in to indicate parental contact has been made.

Behavioral Expectations

The following are school wide expectations for all students.

- School Wide Quiet Signal- Any adult's hand in the air.
- Hall Expectations: 3,2,1,0
 - Stand **three** blocks from the wall on the right
 - Two** arms by my side and two hands to myself
 - One** block/space between me and another student
 - Zero** noise level
- All teachers must teach and use Hallway Expectations. This will ensure other classes are not disturbed while your class is in the hall.
- Teachers walk in the middle of the line to supervise the class. Teachers are to lead by modeling acceptable behavior.
- Classes should never be left unsupervised.
- When students leave the classroom, they **MUST** have a partner and a hall pass.

The following link can be viewed for examples of appropriate hallway behavior.

<https://www.youtube.com/watch?v=H38XPL5Nq10>

These are a few examples that you can share with your students to help them to make the right decisions each day. Here at Barret's Chapel, we are Ready, Responsible, and Respectful. (This is our RTI2B.)

Procedures for Handling Behavior

1. Creating, modeling, and practicing school-wide expectations (proactive discipline)

Staff and students collaborate to develop their classroom rules. These rules help them take care of themselves, each other, and the school environment.

Throughout the day, teachers should model, practice, and reinforce their rules.

- Model-Ask for a student to model.
- Cloze Statement-Students complete each expectation as you review.
- Quick Re-Do/Ask class or students to show correct way.
- Guided Release-Have small groups model before releasing all.
- Plan Practice-Plan a time for the student to practice the routine.

2. Reminding and Redirecting

Reminding and redirecting are the primary means of guiding students. We recognize that sometimes children will not follow rules. When a rule is broken, or an expectation is not followed, staff will speak directly and respectfully to the student about the behavior. Some students may need more than one reminder. This helps children understand that you will maintain consistent behavioral expectations.

- Move In-Move closer to the misbehavior without commenting. Gently redirect by pointing or patting.
- Signal-Use a silent hand signal to remind the student of what is expected.
- Simple Choice-Give 2 acceptable options.
- Private Note-Jot a quick note and place by student without discussion.

Always Remember the Basics of Teacher Language

Positive teacher language is one of our most powerful tools in behavior management.

Ridiculous or demanding statements will result in a challenge to authority.

- Be direct, authentic, and respectful.
- Keep it brief.
- Know when to be silent.
- Show faith in children's intentions and abilities.
- Keep it action-oriented.

Positive Language Examples

To encourage classwork and effort

- Let's get started.
- I'm sure you can do it.
- You make it look easy.
- That's a very original idea.
- I can't wait to see some of your finished work.

When a child is having difficulty

- You're on the right track.
- I trust you to do that.
- You have really worked hard, I can see.
- I'm impressed with your work on this
- You are thinking clearly.

3. Logical Consequences

Logical Consequences are ways to help fix problems that result from children's words and actions when they break or forget rules. Logical consequences help children regain self-control, reflect on their mistakes, and make amends for them. Logical consequences should always be respectful of the child, relevant to the situation, and reasonable.

Logical Consequences that we use include:

- **"You break it, you fix it"**. Children are expected to fix it if they break something or make a mess, whether intentional or not.
- **"Apology of Action"** is used when a child hurts another child through words or actions to solve problems between students. When we "make" children apologize, we may be teaching the unintended lesson of "If I say, 'I'm sorry', I'm off the hook." Instead, when a student has hurt someone with words or actions, that child does something to restore the relationship WITHOUT demanding an apology. For example, involve the child by getting ice for the hurt student or inviting the left-out student to play a game.
- **"Loss of Privilege"** is temporary removal of a privilege to help a child understand the connection between privileges and responsibilities.
- **"Take a Break"** in the classroom is a brief (1 minute per year of age) time away from the class activity to allow a student to gain self-control. There should be a designated area in each classroom for "Take a Break."

Logical Consequences are not seen as punishments, but as additional forms of redirection. Afterward, the teacher checks in with the student to make sure he/she understands the reason for the logical consequence.

4. "Take a Break" In A Buddy Teacher's Room (30-minute MAX)

If misbehavior continues during or right after a "break" the student will "take a break," in a nearby classroom. Students will be watched to and from a nearby classroom. A break should never last more than thirty minutes. Once the student is back in his/her classroom and resettled, the teacher and the student will talk together about what caused the problem and how it can be prevented in the future.

5. Additional Intervention

If a student is disruptive in the buddy teacher's room and continues to be disruptive upon returning, contact administration. An adult will come to the classroom, with the goal of directing the student back on track. The purpose is to help the student regain self-control, problem-solve, plan and rehearse how to re-enter the class and deal with similar situations in the future.

6. Positive Behavior Support Plan or Behavior Contract/Plan

These steps to self-control may not be enough for some children to be successful. In such cases, plans will be developed and implemented with the knowledge and help of all professionals in the building. Plans will identify specific strategies and interventions to help the child develop self-control. School counselors can help develop those plans.

Logical Consequences Cheat Sheet

Hallway	
Problem	Consequence
The whole class does not follow the rules in the hallway.	<ul style="list-style-type: none">• Go back to the room and practice again.• Take the whole class on the walking path during recess to practice desired hallway behavior (teacher led).
A certain student's is messing around in line.	<ul style="list-style-type: none">• The student must have a specific place in line.• The student moves to the end of the line and tries again.
Student is talking at the drinking fountain.	<ul style="list-style-type: none">• Student goes to the end of the line.
Restroom	
Problem	Solution
Students are talking and/or not following bathroom expectations.	<ul style="list-style-type: none">• Not allowed to be in the restroom without supervision (peer or adult).
Students put paper towels on the floor.	<ul style="list-style-type: none">• Pick up paper towels for a certain number of days. Wash hands afterwards.
Students play with water and soap and make a mess.	<ul style="list-style-type: none">• Clean up mess if necessary and a loss of privilege going to the restroom alone.

Reasons for Seeking Administrative Assistance with Student Behavior (Office Referrals)

Each classroom is an environment where mutual respect and good behavior are key elements. Therefore, it is paramount for teachers to assume responsibility for the discipline and procedures within his/her classroom. Below are reasons why a teacher might ask for administrative help with behavioral challenges. Use this table provided by the SEED office to assist you in making decisions.

Referral to Parent <i>The following student behaviors should be managed in the classroom by the teacher(s) and do not warrant office referrals. Bus drivers may submit all concerns to administration.</i>	Referral to Office <i>Administration should be contacted for these violations. Administration shall notify law enforcement and appropriate others for any possible criminal offenses (i.e., drugs, weapons, etc.)</i>
<input type="checkbox"/> Disruptive/Off-task Behavior (i.e., excessive talking, sleeping, walking, playing, checking or other mild disruptions, ignoring safety procedures, use of electronics, phones, tablets, etc.) <input type="checkbox"/> Lack of preparation (i.e., missing materials, incomplete homework, inappropriate dress, etc.) <input type="checkbox"/> Eating/Drinking in class <input type="checkbox"/> Abusing hall pass privileges (i.e., slothful transitions, cutting class, excessive tardiness, unauthorized area, etc.) <input type="checkbox"/> Use of indirect profanity (not towards people) <input type="checkbox"/> Defiance/Mild disrespect to teacher or students (verbal; i.e., arguing, disrespectful tone/attitude, general surliness, etc.) <input type="checkbox"/> Mild insubordination (i.e., slothfully/not following directions, procedures, rules, communicated by teacher when asked (minimal disruption but direct non-compliance)	<input type="checkbox"/> Fighting (not self-defense) <input type="checkbox"/> Profanity directed towards staff/student (i.e., racial slurs, derogatory language) <input type="checkbox"/> Threatened violence (physical or extreme verbal aggression with specific threats towards student or staff) <input type="checkbox"/> Theft/Vandalism <input type="checkbox"/> Repeated or extreme insubordination (teacher has evidence of intervention but student's behavior is persistent and non-responsive) <input type="checkbox"/> Bullying, Cyber-bullying, Harassment & Intimidation (once reported by student or noticed by an adult and there is a possible imbalance of power...see Policy 6046) <input type="checkbox"/> Gang Activity/Recruiting <input type="checkbox"/> Any possible criminal offense (i.e., possession of weapons, explosives, drugs/drug paraphernalia, etc.)

Chronic Discipline:

Classroom discipline is the classroom teachers' primary responsibility. **Do not bring or send students to the office with their discipline referral. Email the form to Assistant Principal and Principal.** Teachers must follow the Procedures for Handling Disruptive Behavior. Only in cases of danger does a teacher skip to office referral. All staff must notify an Administrator immediately in cases of inappropriate touching, major injury, head injury, inappropriate exposure, sexual reference (movements/pictures/words), weapons and suicidal or homicidal expressions. Once a teacher calls for an administrator, the office referral paperwork must be completed by the teacher and given to the responding administrator immediately. When office referrals are made, please adhere to the following guidelines:

- Discipline referral forms must be filled out completely and given to office staff immediately. Email the electronic form to both Assistant Principal and Principal.
- Teachers must have documentation of previous contact with the parent about discipline.
- When a child has been referred to the office more than twice, the referring teacher must create a behavior plan. If a SPED student is having behavior issues, the SPED teacher will meet with admin to decide if an IEP meeting is needed.
- The office will communicate disciplinary actions with the teacher and parent once a referral has been received and decision on consequences is made.
- For initial contact, text messages/emails are not acceptable forms of communication when informing parents of disciplinary actions. The teacher must physically talk to the parent. After initial contact, the parent and teacher will decide best form of communication. When calling, teachers must leave a message asking the parent to return the call.
- In the event a student is assigned in-school or out-of-school suspension, it is the teacher's responsibility to supply all classroom assignments for that student.

Remember, our last resort for discipline is suspension. If a child is suspended from school, they are not getting the education needed to master skills of the grade.

The key to having a positive learning environment lies in the teacher's ability and willingness to consistently and fairly enforce school expectation/rules.

Teachers and staff should be able to enforce procedures without nagging or losing their temper. If a student consistently chooses not to follow expectations, apply logical consequences. Students will respect you if you have high expectations for their behavior, treat them fairly, & enforce the rules and procedures **consistently**.

Changing students' behavior requires individual attention to each student. Embarrassing a student in front of other students or another teacher is never acceptable. Teachers can be firm and consistent and still be aware of the feelings of the students.

Bullying

Harassment, intimidation, bullying or cyber bullying will not be tolerated. Additionally, the following conduct will not be tolerated:

- Conduct aimed at defining a student in a sexual manner
- Conduct impugning the character of a student based on allegations of sexual promiscuity.
- Conduct motivated by any actual or perceived characteristic, including but not limited to, race, color, religion, ancestry, national origin, sex, sexual orientation, gender identity and expression, a mental, physical or sensory disability, socio-economic or familial status.

Alleged victims of harassment, intimidation, bullying, or their parents or guardians shall report these incidents immediately to the principal and assistant principal. Any reports made to staff should be forwarded to the principal or building level administrator immediately but no later than 24 hours of the expressed concern. Anonymous reports may be made; however, disciplinary action may not be based solely on an anonymous report.

The Shelby County Board of Education has adopted the "Safe School Tips" program which allows any parent, student, teacher, or employee to report information about illegal or inappropriate activities, including but not limited to bullying, theft, distribution or sale of drugs, possession of weapons, etc.

Any complaints of harassment, intimidation or bullying should include the following information:

- Identity of the alleged victim and the person accused
- Location, date, time and circumstances surrounding the alleged incident
- Description of what happened
- Identity of witnesses
- Any other evidence available.

Classroom Care

Treat your classroom furniture and materials as carefully as you would treat your own things at home. That involves spending time "teaching" your students the necessary procedures to use and care for everything in their classroom. Your room should always remain neat, clean and orderly. It should be child centered, inviting, and functional. Bulletin boards should be a contributing part of the learning atmosphere. Remember that the way your classroom looks and the care you put into it conveys to your class how much you value and respect them and their learning. **If your room needs cleaning attention, please email the plant manager and copy administration.**

Classroom Schedule

It is the responsibility of each teacher to keep a current classroom schedule posted by your door in the hallway. Email admin as your schedule changes.

Copiers

Your \$100 pool money will be used for copies. Teachers are asked to see copies as a resource. Each teacher will have a copy number to enter when using the copier. Copies will be limited to 2,000 per month. This includes 1,000 per copier. Do not share your copy number. Specialty teachers see Ms. Yount for educational funds. All copies made on your number are your responsibility. Most items can be uploaded to TEAMS for students to complete.

Dress Code

It is the teacher's responsibility to enforce the dress code. Procedures for dress code violations:
If a child is not in compliance with the dress code and no other option is available, the office will have limited clothes for use for the day. All clothes will need to be returned.

- 1 - Note home to parent
- 2 - Notes on conduct reports
- 3 - On the third note, notify administration team.

Complete dress code is found in the student handbook.

The school administration reserves the right to determine whether a student's attire and appearance are within the limits of decency, modesty, and safety. In matters of opinion, the judgment of the Principal, or designee, shall prevail.

The Principal may allow exceptions in special circumstances, or for occasions such as holidays and special performances.

MIDDLE AND HIGH SCHOOL DRESS CODE

- Pants must be worn at the waist, be appropriately sized, and of a safe length.
- Shirts, blouses, and dresses must have sleeves and must completely cover the abdomen, back, shoulders. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. Low-cut blouses, shirts, or tops or extremely tight tops, tube tops, or any top that exposes cleavage are prohibited. Shirts, blouses, and tops must be no longer than wrist-length.
- Head apparel (such as hoods, hats, etc.) must not be worn inside the school building, except for religious or medical reasons (see *Individual Exemptions from Certain Dress Code Requirements or from Standardized Dress/Uniforms*).
- Footwear is required and must be safe and appropriate for indoor and outdoor physical activity.
- Clothing and accessories such as backpacks, patches, jewelry, and notebooks may not display (1) racial or ethnic slurs/symbols; (2) gang affiliations; (3) vulgar, subversive, or sexually suggestive language or images; nor promote inappropriate and/or illegal products such as alcohol, tobacco, and illegal drugs.
- Skirts, dresses, and shorts must be no shorter than four (4) inches above the knee.
- Waist-length and appropriately sized sweaters, sweatshirts, and lightweight jackets can be worn inside school for warmth.
- Prohibited items include: (1) large, long and/or heavy chains; (2) studded or chained accessories; (3) sunglasses, except for health purposes; (4) sleepwear, pajamas, and/or blankets; (5) skin-tight outer materials such as spandex; (6) facial jewelry (including tongue piercing).

Dismissal

Every student must have a dismissal plan. This must be posted in the classroom by the white board. If a parent needs to change their child's daily procedure, they must send the change in writing to the teacher at least 24 hours in advance. Every child needs to complete a dismissal form to be kept on file.

Car Riders

Car riders (K-8) will be called to the assigned location at 3:10p.m. We will begin escorting children to cars according to the numbers on car tags by 3:15. Make sure you are in place for dismissal by no later than 3:10. Please make sure your students know their car rider number. Students must have the car number clearly visible on their backpacks. Students should not be released to a parent from the classroom. Only the office can release students from school. This policy should be strictly enforced. No release of a student to any person should be granted until the request is checked for validity and approval comes from the office.

Duty (Morning & Afternoon)

Morning and afternoon duty are necessary to keep all our students safe. Every teacher has an assigned duty during contract and beyond contract hours. Teachers are responsible for monitoring all students at their assigned stations. The teacher on the duty schedule is responsible for making sure the duty position is covered (include in sub plans/substitute folder), even when you are absent from school. If your assigned duty area is not covered, disciplinary action will be taken. If your dismissal duty is completed quicker than another, go assist to speed up the process. All teachers should be signed in and at their morning station by 8:00.

Leaving before all children have been dismissed is considered leaving early.

Duty Descriptions

Times are approximate and may change as schedules are announced. It is imperative that everyone is in place at the start of arrival. Leaving before all children have been dismissed is considered leaving early.

SCS Employee Handbook, -"Frequent absenteeism, tardiness or early departure makes it difficult to maintain a productive and positive work environment because it places an extra burden on colleagues. Out of respect for everyone, unscheduled absences, late arrivals or early departures are grounds for corrective action"

Car Rider – AM: Out Front 8:00 – 8:15

Attend to children as they arrive on campus. Keep children moving in the right direction. Help with the safety and movement of cars and people. Monitor all student behaviors.

Car Rider – PM: Out Front 3:10 – until last car loads

Help with the safety and movement of cars and people. Monitor all student behaviors. Make sure students are escorted to their cars safely. All car riders will line up under the pavilion in front of the office. One person, using a walkie-talkie, will call car numbers. Another person with a walkie-talkie will stand with students so that they can hear their number being called. They must remain quiet at this time. Teachers will then help children find their car numbers and open their car doors. Be mindful that cars should not pass each other in the car line unless directed by a teacher on duty.

Walkers – PM 3:10-until car rider line starts

Attend to the children in the walker hallway and monitor behavior. Students can only be released to walk if their parent is at the door to pick them up. Due to safety concerns, students will not be allowed to wait in Art Hallway for transportation. Once car rider line begins, any student waiting on parents to walk them to the church will be taken to the car rider line. This person will stay and help with car rider line.

Bus: 8:00-8:15

During arrival, bus duty teachers are to report at 8:00 am. Teachers will check off each bus and the time as they unload students. You walk the students on your bus to the cafeteria for breakfast and metal detection.

Bus: 3:15 to last bus

All bus riders will dismiss from their assigned room. According to bus arrivals, numbers will be called via intercom, and students will begin to load at 3:15. Students are to walk the hallway to assigned spot in hallway and a staff member will walk them to the bus.

AM & PM – Hall Duty: 8:00-8:15/3:10-end of dismissal

Monitor your assigned hallway position. Greet students as they go to their classrooms.

Homerooms AM & PM: 8:00-8:15/3:10-end of dismissal

All homeroom teachers must stand at their door starting at 8:00 for morning duty and 3:10 for afternoon duty. Teachers are to monitor all students as they walk the hallways to their destinations.

Sports and clubs will not be dismissed until called via intercom announcements. Students of staff members need to stay in their classrooms until YCare is called. Do not let these students leave until an announcement has been made.

Morning and Afternoon duty time is not the time to make phone calls, copy papers, or complete other tasks.. We need all staff members to be at their correct duty locations and actively monitoring students to make arrival and dismissal run smoothly.

E-Mail

Every teacher has an MSCS e-mail account that should be monitored daily. Teachers must always check their email when they arrive and before they leave school. Your e-mail calendar must be checked daily. If you need administration to attend one of your meetings, send admin a calendar invite, so it can be put on the calendar. Make sure to check to see if we accepted it. We have many meetings that are required of us and may or may not be able to attend.

Equipment

Equipment is charged to the individual teacher and must remain in that teacher's classroom. Equipment should not be moved without the financial secretary's signature on an Equipment Location Form. All teachers are financially responsible for the equipment assigned to their classroom. If equipment is not present during inventory time, the teacher will be charged for the equipment.

Faculty Absence **Reference APPENDIX A - Policy # 4023, 4025, 4026**

An excellent substitute teacher is never as effective as the regular teacher. The ideal situation would be for all teachers to be at school every day. Teachers are encouraged to schedule all appointments outside the school day whenever possible. Emergencies arise and there are times when a substitute is necessary. Teachers should feel comfortable taking a sick day or personal day when needed. All absences, full or half day, must be reported to the substitute management system, financial secretary and administration.

To enter absences, go to <https://shelbycounty.eschoolsolutions.com/logOnInitAction.do>.

(Or Go to SCSK12.org, Click on Employees, then click on Smart Find Express.) Teachers must keep a "Sub Notebook" in their grade level TEAMS folder. This is due by the first day of school.

It is essential that you put your absence in as soon as possible because the system works on a first come first serve basis. Because it is difficult to find subs last minute, it is preferred that you secure your own sub in advance. See our financial secretary for a current list of substitutes that will come to Barret's Chapel. Anyone who has not called in an absence and is not on campus by 8:15 will be counted as a "no call and no show". All Personal Days must be pre-approved by the principal before the absence. **Personal days may not be used the day before/after a holiday break or the last week of each semester.** If the leave is not preapproved there will be a full deduction for the day.

Once a teacher has been absent for 10 days in one school year or for 3 consecutive days a doctor's statement will be required to receive use of further sick days. This statement can be for the teacher or his/her dependents. Shelby County Schools is asking teachers to keep their attendance above 95%. Once a teacher's attendance gets below 95%, a written notice is required to be filed with Human Resources even if the teacher has notes from a doctor. Anyone who misses more than 9 consecutive days of school must secure a leave of absence through the division of personnel services.

Faculty Accidents

Any injury to staff must be reported to administration and electronically within 24 hours of the accident. To file an incident report, see the financial secretary. More information can be found in the SCS Employee Handbook.

Faculty Dress – Policy #6021

All teachers will dress professionally at school and at all school-related activities. Please see the SCS Employee Handbook for further information.

Faculty Meetings

Reserve Wednesday afternoons from 3:45 p.m. – 5:00 p.m. for faculty meetings. Faculty meetings will be held weekly, and all faculty members are expected to be present and punctual (immediately following dismissal). If afternoon duty is not complete, one designee per duty team will stay to finish afternoon duty and then report to the faculty meeting. If an emergency occurs, you must submit your reason for missing the meeting by e-mail to Administration. Make sure cell phones are turned off during meetings and that you follow our Barret's Chapel norms for meetings.

Faculty Responsibilities for Safety, Discretion, and Liability

Our first and most important concern must be the safety and well-being of our students. Teachers must be aware of and avoid situations that may put them in positions of risk or liability. Statistics show that 90% of classroom safety/negligence/liability problems occur when the teacher is out of the room. **Do not leave your room when students are present for any reason.** Never leave students alone or leave a student in charge of your class. Any teacher who chooses to leave their class unattended will be subject to disciplinary actions. Any physical injury requires that you file an incident report immediately. All incident reports go to the office immediately. Do not wait until the next day. Teachers are to always remain on campus. If there is a situation when you must leave campus during the school day, **Administration must be notified.**

Faculty Workday Reference Policy 4036

Teacher's contracted workday is 8:00a.m.-3:45p.m. Anything beyond the contracted day is considered extended duty (when you arrive before 8:00 or work after 3:45p.m.) All teachers will be assigned duties during the contracted work hours along with extended duty. Student teachers must accompany the teacher to duty. Student teachers can never be left alone for duty.

Greeting students helps get everyone's day off to the right start. Homeroom teachers are required to stand in their doorway and greet students by name from 8:00a.m. until 8:15a.m. daily. **Each teacher must sign in by 7:55a.m.** We will continue to sign in with RAPTOR in front office. If you know you are going to be late, you must call the school office and let the financial secretary know, so that coverage can be arranged. If you are unable to reach anyone at the school, call Mrs. Miller's cell phone at 481-5832. When teachers are late and have not informed the office before 8:00, they will receive an oral warning. The second offense is a written reprimand, and the third offense will be a referral to Human Resources. Excessive tardiness will be handled on an individual basis.

When teachers need to leave before dismissal, they must submit an email request to the principal. All staff must sign out with the financial secretary if leaving before 3:45.

Family Communications

Weekly Wednesday Folders

Parents want and deserve regular communication from you. The purpose of Wednesday Folders is to communicate weekly to parents their child's progress both academically and behaviorally. All teachers must send home newsletters and a report on grades and behavior. Parents must sign and return folders to school each week. If the folder is not returned to school, the teacher must call and speak with the parent about the contents of the folder and document it on the Parent Contact Log. It is the teacher's responsibility to make sure that every parent sees the content of the folder weekly and the conduct card.

Direct Teacher Communication

Communication is most effective when done face to face. Phone calls should be kept to a minimum and only used for minor communication or positive feedback. Beware of email and texting. They can and will be used against you. Tone is often misinterpreted in texted and email messages. Remember, if it is important, it should be done face to face. Also, be very mindful of social media posts. It is best to block private accounts from parents or students. Teachers can and should schedule an administrator to attend any conference they feel may become an issue later. Use the email calendar to send an invite. Respond to parents emails within 24 hours.

Positive Parent Contacts

Every child must receive a positive parent contact the first two weeks of school. During the first two weeks of school make sure you personally speak with every parent, and it is noted in a log. Each nine weeks every child should have at least one documented positive contact.

Parent Contact

Logging a parent contact protects you and the school from liability. Document all conversations about student grades and behavior. Log parent contact within 24 hours of talking with the parent. Please remember to include positive parent contacts.

Field Trips Policy 6004

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of regular classroom instruction. Each field trip shall be supervised by school personnel at a minimum of one adult for every twenty children. There are cases where the classroom teacher may require greater supervision. Signed parental permission forms must be obtained for each student. Field trips should relate to the instructional program of a given grade level. The field trip form should be turned in to PLZ, including how it is aligned to curriculum.

When you plan a field trip, you will have to complete all the following at least 5 weeks prior to the trip:

1. The field trip request and the note to go home to the parents must be given to the principal and financial secretary for approval.
2. Place the trip on the office calendar and notify the cafeteria manager if you will be missing lunch. Make sure to email the cafeteria manager and administration days and times of field trips.
3. Once a trip is approved, make the necessary arrangements with the place to be visited. Make sure to determine the per pupil price. Check with financial secretary to make sure all fees are correctly assessed. Remember to include the prices of the bus.
4. Arrange for transportation with financial secretary.
5. Get permission slips signed and in your possession for each child. Leave the permission slips in a folder in the office the morning of the trip.
6. Students may not participate in a field trip with only verbal permission.
7. Collect all monies and send to the office daily. It is a good idea to only collect money from children who have turned in a permission slip.
8. Make sure in the note to parents to include a statement that "Field Trip Funds are Nonrefundable".
9. A check should be received from the financial secretary at least one day before the trip. In order to pick up your check, you must give the financial secretary a list of all remaining students and who will be supervising them. Remember that if more than 10 students are remaining at school a teacher must remain to supervise them. The money collected should be equal to or greater than the amount of the check. If enough money is not collected to cover the trip and the bus expense, a check will not be issued.

Grade Level PLC Meetings

Grade Level PLC Meetings are held at least once WEEKLY to discuss data and other instructional issues. Grade Chairs and administrators determine the need for after school meetings. Grade Level PLC meetings will also be used for staff development. Under no circumstances are teachers to miss or be late for a grade level meeting. Minutes of all grade level meetings must be submitted (electronically) before 4:00p.m. on the meeting day to all administration team.

Instructional Funds

All regular homeroom teachers receive \$200 each year for instructional materials. One hundred dollars is deducted and used to pay for copier expenses. Each grade level must complete a pooled money form and turn it in to the financial secretary. Every member of the grade level must sign the form. If teachers overspend, they must repay the difference. Teachers must keep an accurate account of their instructional money. All materials purchased with instructional funds are school property. Specialty and support teachers see the financial secretary for instructional funds.

Lesson Plans

Lesson plans will be in the form of the PLC Guides. They must be uploaded into TEAMs folders also before attending weekly Collaborative Planning.

Lunch Expectations

Teachers are to walk their class to the cafeteria line and pick their students up from the cafeteria. Teachers are to assign students to see that tables are clean for the next class. Teachers must always be on time. Best practice is that teachers should create a seating chart/assign seating for their class and make sure they are in line by their assigned seating before entering the cafeteria.

- Respect and obey the teacher assistants and volunteers
- Enter quietly and orderly
- Remain quiet in the lunch line
- Sit at assigned tables
- Engage in quiet conversations
- Remain seated unless special permission has been granted
- Practice good table manners
- Keep eating-area clean
- Keep hands, feet and other objects to themselves
- Do not take food out of the cafeteria

Mailboxes

Every teacher is provided with a mailbox located in the teachers' lounge. Your mail that comes to school as well as faculty memos and announcements will be placed there. Make sure you check your mailbox each morning and clean it out every afternoon. You should be the only person to check your mailbox because confidential papers are put there frequently. Mailboxes are to be used for school related business only.

Maintenance

Report all items that need repair to the building engineer and copy administration via e-mail. If the repair is not made in a reasonable length of time, please forward the original request to the Principal.

Media Communications

All staff members of Barret's Chapel School are asked not to talk to the media when on campus. If the media asks you or one of your students questions, please refer them to the principal. If faculty interviews are needed, we will advise you before your interview with the press. All media personnel knows the requirements of the district and must have district approval before talking to school personnel.

PTO

Barret's Chapel has a wonderful Parent-Teacher Organization. We ask that all faculty and staff join PTO. The cost is \$10.00. The group supports different activities throughout the entire year.

Recess

Teachers must take a walkie-talkie outside the classroom. Teachers must actively supervise the students when they are at recess. Teachers need to stand around the perimeter of the play area and monitor students. Students should be engaged in some type of activity and should not be outside longer than 15 minutes. Make sure your grade level has a plan for what supplies will be brought out for the students. Teach students how to play at recess through Guided Discovery before they are allowed to use the materials outside. Set specific guidelines for free play. Make sure all of your students can be always seen by you. Students need a time during the day for active play. Playtime should not be taken away unless it is a natural consequence for the misbehaviors during recess. Never take a child's entire recess. Recess must be scheduled so that the safety of the children can be ensured. If a grade level has had an excessive number of referrals from the playground, the administration will help them develop alternative strategies.

Report Cards Policy 5014 Also refer to the MSCS Grading Protocols

The Report Cards and the Weekly Grade Folders are ways of reporting student progress. Do not give a failing grade on report cards or progress reports if you have not made at least 2 parent contacts as well as contacted Administration. This process must be repeated each nine weeks. Nothing on a report card should be a shock to parents. If a student has an ESL plan, IEP, or 504 and is on track to fail a quarter, a meeting must be scheduled to determine appropriate action.

Each teacher will keep a record of children who are having difficulty and the parent contacts made. If a student is repeatedly having difficulty turning in assignments, contact an administrator. Each team will determine homework policy. Remember to log parent contacts. All Reports Cards must contain at least one comment that is phrased in a positive manner. All grades need to reflect standards taught.



FORMER MSCS SCALE

A	93-100
B	85-92
C	75-84
D	70-74
F	Below 70

NEW SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

Report Card and Progress Report Periods

Report Card Period	Report Card Period Begins	Progress Report Period Ends	Progress Reports Distributed & Available via Parent Portal	Report Card Period Ends	Report Cards Distributed & Available after 3 PM via Parent Portal	Days in Period
1 st 9 Weeks	August 5 Monday	September 4 Wednesday	September 4 Wednesday	October 4 Friday	October 23 Wednesday	
2 nd 9 Weeks	October 14 Monday	November 13 Wednesday	November 13 Wednesday	December 20 Friday	January 15 Wednesday	
Semester						93
3 rd 9 Weeks	January 6 Monday	February 5 Wednesday	February 5 Wednesday	March 7 Friday	March 26 Wednesday	
4 th 9 Weeks	March 17 Monday	April 16 Wednesday	April 16 Wednesday	May 23 Friday	May 30 Friday	

Retention

No student shall be retained without first speaking with the principal and being reviewed by the student response team. Documentation of parent notification and meetings must be submitted by the end of February. Submit information and documentation to school counselor by April 1st. These reviews will take place at the end of the Third Quarter. Students cannot be retained unless they have been in RTI.

RTI

Each school is required to have a school RTI2 Data Team. The RTI2 Data Team should include the following professionals: Admin, RTI2 Chairperson, PLC coach, School psychologist, classroom teacher, ESL teacher (as needed), SPED teacher, School counselor. The times are listed below. If changes occur, faculty and staff will be notified.

RTI2 consists of i-Ready and Illuminate Fastbridge. Each Tier 1 student is expected to complete 2 lessons in reading and 2 lessons in math each week with a score of 80%. Tier 2 and 3 students who are in RTI2 are expected to complete 3 lessons on reading or math, depending on the skill deficit, with a score of 80%.

Frequency of Progress Monitoring

Tier 2 (10th-24th percentile)	Every other week or weekly
Tier 3 (0-9th percentile)	Weekly

RTI Contact with Parents/Guardians

Parent communication is a **mandatory** component of the RTI2 Framework. Parent contact (provided in the parent's native language) is required at the following times:

- Universal screening (Dates and Duration of screening)
- After reviewing benchmark data and beginning tiered intervention
- ***After every RTI2 Data Team Meeting, including a printed copy of the progress monitoring graph***
- Before decreasing Tier 3 intervention time or before stopping Tier 2 intervention time
- Before making a referral to special education



Safety Procedures

Anytime a class must evacuate, teachers must take their emergency bag with them with an updated classroom roll. The emergency bag along with the red Emergency Safety Manual must hang on a hook in the classroom. Severe Weather locations are located at the end of this handbook in the Appendix.

Lockdown

Lockdown will be announced as "LOCK DOWN". During these drills, all teachers must close and lock classroom doors. Do not allow anyone to go outside. **All classroom door windows must have a covering in case of an intruder but that covering should only be used in of lockdown drill. Do not allow anyone to go outside.**

Disaster Procedures

All teachers will teach disaster preparedness to students. Classes will review Duck, Cover and Hold procedures. All students will practice drills for taking cover and evacuating the building.

Earthquake Drills

If inside the building:

1. Move away from the windows and other potential hazards
2. Get under a desk, table, or other shelter or against an inside wall; stay there until movements stop
3. Assume the drop position and be silent so directions can be heard above the earthquake noise
4. Stay in the drop position until the earthquake is over and/or until further instructions are given.
5. Once the initial shock passes and things settle down, teachers should evacuate the classrooms, being alert for possible aftershocks. See evacuation map.
6. When leaving the classroom teachers should make every effort to take the roll book and emergency supplies with them. Announce that no one is to return to the building.
7. Teachers will take classes to their assigned area (see map) and remain there until they are instructed to return to the building, or been given directions to take students elsewhere, or until students have been picked up by parents or authorized persons.
8. Schools will remain open until every student has been released to parents or authorized persons.

Evacuating the Building for an Earthquake

Any time you evacuate the building for any reason, remember you must take your roll book, emergency phone numbers and Crisis Management Book. Teachers should evacuate the building as soon as possible after the initial earthquake. There will be no signal to evacuate. Stay calm and follow the designated routes or safest alternative to the assembly area. Move toward the nearest outside exit. If the exit is blocked use the alternate exit. See the evacuation map for the exit nearest to your room. Teachers nearest the exits will assess the condition of the exit and report to other staff.

Teachers with classes in the cafeteria should follow the exit route and then proceed to the cafeteria exit to assume supervision of your students. Support teachers should report to an administrator.

Evacuating the Building for Fire Drills

Fire Drills will be held once a month and two drills within the first 20 days. When the fire alarm sounds, teachers are to quickly line their students up and wait for the announcement to evacuate. Then, teachers will lead them, in an orderly fashion, to their assigned exit. Teachers should have a roll book and emergency phone numbers. No student should be left in the classroom during these drills. Classroom doors should be closed. When instructed by an administrator you may bring your students back into the building. Every person in the school is to evacuate the building. See map for specific details. Students should follow our 3,2,1,0 procedure during a fire drill.

Tornado Warnings

Tornado Drills will be held twice yearly. When the principal announces a tornado watch, teachers should move their students to designated areas. The students should sit facing the wall with knees and elbows on the floor and hands over the back of their head.

Scheduling Conferences, (including 504s, IEPs or S-teams)

All parent meetings such as 504, S-Team and IEPs must be scheduled during the general education teacher's planning time. Teachers are expected to participate in these meetings. Your input is necessary to determine the needs of our students. Teachers must meet parents in the office for before and after school conferences. Teachers will need to open the door for parents and not depend on aftercare or office staff. Administrators should be invited via Outlook calendar so that you can see if an administrator is available. All Annual IEP meetings should be scheduled on or before April 15th. IEP meetings require a 10-day notice for parents. **Do not schedule IEP, 504, or S-Team meetings on PLC days or during data team Meetings.**

Sexual Harassment Prohibition

Policy 4010 - Harassment of employees will not be tolerated. Harassment is defined and procedures explained in the SCS Employee Handbook.

Sick Students

If a student is sick, send the student with a partner to the office and secretary will call his/her parents. The nurse will only be here periodically. (We will let you know the nurse's schedule once it is finalized.) If a child is Covid positive or has been exposed, we must provide work for them to do while they are at home. This work is expected to stay in TEAMS for your grade level. Ensure students and parents know where to find this information.

Special Education and Behavioral Referrals

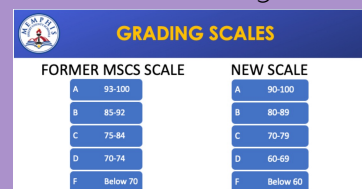
The Student Review Team process is designed to ensure that appropriate interventions have been utilized to help students overcome their learning or behavioral problems before referring for special education assessment, behavioral interventions, or 504 plan developments. When a student is consistently performing 2 grade levels below current placement and proper RTI protocol has been followed, the teacher must complete all the referral documents and submit them electronically to an administrator within proper time limits. Updates will be given as they are received. If you suspect a student is in need of a SPED referral, make sure that the RTI team has them in intervention.

Conduct Grades

Students' conduct is graded as "E", "G", "S", "N", or "U" and is to be reported at each grading period on the report card. Conduct grades are based on behavior and shall not be deducted from scholastic grades. All students start on an "E" for the quarter and then lowered accordingly.

Academic Grades

We will follow the SCS district grading protocol.



FORMER MSCS SCALE		NEW SCALE	
A	93-100	A	90-100
B	85-92	B	80-89
C	75-84	C	70-79
D	70-74	D	60-69
F	Below 70	F	Below 60

Make-up Work

Regular attendance should be necessary for passing grades. Students should make every effort and be afforded the opportunity to make up work missed due to excused and unexcused absences. In the event of an excused absence, students are expected to make up work missed within a reasonable time (e.g., at least one or more days of makeup for each day of excused absence). In the event of an unexcused absence (including short-term suspensions), one day of makeup time shall be allowed for each day of unexcused absence, unless otherwise extended by the school or extended based on law or policy.

Update PowerSchool at least weekly.

Every effort must be given to re-teaching lessons and giving students opportunities to earn a passing grade. A grade of D or an F cannot be recorded on the report card unless the teacher has contacted the parent at least two times prior to the student receiving the grade. That contact must be documented in the BrightBytes. Kindergarten will use provided grading system (see SCS Kindergarten Grading Handbook).

Because our funding is based on daily attendance it is essential that you verify daily attendance.

Student Attendance

State law (49-5-201) requires that all teachers are to keep an attendance register. In this register the teacher should accurately record the number of pupils present and the number absent each day before leaving the school building. Our School policy requires that attendance be entered into the computer **by 9:00AM** daily. After the 5th absence (both excused or unexcused) you must notify the office by email, to attendance secretary, school counselor, and your administration team. The attendance operators can pull reports, but classroom teachers should be aware of absentees in their classrooms. All absences are marked unexcused (AT), and all notes should be sent to the office daily. Our attendance secretary will make any necessary changes. No absences will be excused without a note from the parent or a doctor. Students who are absent (excused or unexcused) are allowed to make up missed classwork. Encourage students to attend school daily. Make sure all students who come to class after 8:15a.m. have a note from the office.

Student Custody Issues

Teachers are responsible for keeping administration informed of custody issues. Teachers are to notify office staff and make sure there is a custody flag on the Student Information Form and in PowerSchool.

Student Fees

Teachers are to collect money from students when school opens each morning. Write one receipt per student, breaking down the amount paid for each activity. (ex: \$1 for lost book, \$1 for field trip.) Arrange money in a neat bundle and put money only in a large envelope in your receipt book. (**Remember - Never accept checks**) This will be used to verify the amount of money that reached the office. The financial secretary will receipt the money you have sent and put your receipt book and money envelope in your mailbox. It is very important that you follow the number sequence in writing receipts. Teachers must not leave money unattended at any time. Do not leave money in your desk. Receipt all money daily. Do not send money to the office to be receipted. More information will come soon after the financial secretary's training updates.

Student Records

Parents may file a request to view records at any time. Teachers are responsible for keeping all your records up to date and accurate. KK teachers are to complete their students' permanent records before the end of the first nine weeks and are responsible for making sure every parent has submitted required paperwork. All information in student records is **confidential**. Teachers must sign records out if they are removing them from the office. All SPED records are to remain in the office area.

Substitute Folders

Emergencies happen, and you will not always be able to plan your absences. Substitute folders are essential so that quality instruction can continue in your absence. Sub Folders are to be uploaded in TEAMS before the first day of school.

The following components should be included:

- Indicate teacher that will help with questions or issues
- Seating charts
- Line procedures and place assignments
- A schedule which includes lunch, restroom breaks, recess, support classes, etc.,
- Master copies for activities for 3 days /plans; books/ page #; activity sheet/practice book, etc.
- Dismissal list must include who leaves and when (bus riders, daycare bus)
- Classroom procedures/rules (ex. – times and procedures for restroom breaks, support classes, etc.)
- Instructions for students with Behavior Plans (ex, Johnny goes to Ms. X when I am not at school)
- Individual Education Plans
- Description of your dismissal duty
- Severe Weather Locations
- Emergency Procedures

If you are out for more than three days, it is your responsibility to send more assignments for your class. It is your responsibility to keep the folder current and supplied. Students should follow their normal procedures for school's mandated programs. Teachers should also upload assignments into TEAMS and communicate to their partner teachers their assignments.

Sunshine Fund

Barret's Chapel School's employees are highly encouraged to join the Sunshine Fund. This fund is for employees of Barret's. It is used to send flowers in the case of hospitalization of the employee or death in the immediate family. The fund is also used to buy gifts for births and retirements. The Sunshine Fund has specific guidelines that are strictly followed. Annual dues are \$40 for the year.

Telephones

All calls about students must remain private. Never place a call or ask a student to call a parent in front of other students. School phones are to stay in the room they are assigned.

Cell Phones

Cell phone use is not permitted when students are present. This includes all parent phone calls and text messaging. Using a cell phone for school-related business is appropriate when there is no other phone available to use (for example...let's say we have a traveling teacher who doesn't have a classroom phone but needs to be reached by the office). Cell phone use for any other reason is to be limited to times when students are not present, such as time in the teacher's lounge and/or during planning time. Text messaging is also included in this policy except for contacting administration in the case of an emergency.

Textbooks

Teachers are responsible for all student and teacher textbooks issued to them at the beginning of the school year and should have a book check at least once each nine-week period. Teachers are responsible for keeping an accurate count of textbooks for each subject. Textbooks are ordered for the upcoming year in May according to PowerSchool enrollment. Textbooks will be checked for damage, organized and stored in each classroom at the end of the year. A pricelist is available if needed. Teachers should caution students not to write in or damage textbooks. If a book is damaged/lost, a fine is charged to the student. When a student withdraws from school, all books must be returned. When a student pays for a lost or damaged book, the teacher will write the student a receipt. Textbooks should never be followed COVER to COVER. Textbooks are never the curriculum and should only be used as a resource. Textbooks should never be the only resource for instruction.

Visitors

Parents and other visitors are welcome to visit our school. All visitors must report to the office. Visitors must wear a visitor badge or nametag issued by the office. Visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Parents are asked to refrain from visiting classrooms in the morning. Visits should be prearranged with the teacher. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. Parents and parent designees who come to school to sign children out must report to the office. Students cannot be released to parents by the teacher. Do not discuss individual students with parents in front of other students. A conference must be scheduled at the teacher's convenience.

Use of Time

Time is our most precious resource. We all have only a few hours a day to get multiple things accomplished with our students, so we must carefully monitor our use of time. The difference between teachers who get great results and those who don't is how they use their time with students. A school year contains 75,600 minutes/1260 hours of instructional time, or 7 hours a day for 180 days. This sounds like plenty of time until you look at it more closely. That leaves an elementary classroom teacher only 1,020 hours a year to cover all subjects with their students; therefore, we must be very cautious to avoid the time stealers. For example, whole class bathroom breaks which is usually 2 times a day consume 15 minutes or 90 hours a year. To help with this, go to the restroom at a logical time such as right before lunch or after recess, not in the middle of a class. Another time stealer that gets almost every teacher is passing out papers or supplies individually to students. Just think if you pass out an average of 8 items a day and it takes 5 minutes an item, we are losing 45 minutes a day or 135 hours a year of precious teaching time. Instead of passing out things individually, develop procedures where students get needed items quickly.

Wall Displays

All teachers are required to keep a current wall display both inside and outside of the classroom. The wall displays must be changed at least once a grading period. When you take down a display you must remove all tape and glue from the wall. A good resource for information on displaying children's work is "Classroom Spaces That Work" p. 102.

All Work Displays Must: (In Kid Language)

- Never contain scores or comments
- Always be mounted on individual background paper
- Always reflect the students' best effort.

Remember quality work refers to the quality of the *assignment*, not the quality of the *student work*. Make sure the effort of every child is displayed at least one time during every 9-week period. Never display commercial made materials/ worksheets that students complete.

CLASSROOM EXPECTATIONS

Be Ready

- Bring materials and assignments.
- Be on time.
- Be safe.

Be Respectful

- Keep hands and feet to myself.
- Stay in my assigned seat.
- Raise my hand to gain attention.
- Use correct voice level.

Be Responsible

- Follow directions.
- Stay on task.
- Keep my area clean and safe.



Barret's Chapel School

LIBRARY EXPECTATIONS

Be Ready

- Bring books to be returned.
- Be on time.
- Be safe.

Be Respectful

- Keep hands and feet to myself.
- Stay in my assigned seat.
- Raise my hand to gain attention.
- Use correct voice level.

Be Responsible

- Follow directions.
- Stay on task.
- Keep my area clean and safe.



Barret's Chapel School

HALLWAY EXPECTATIONS

Be Ready

- Pay attention to the line so I am ready to move.
- Stay on the right side.

Be Respectful

- Keep hands and feet to myself.
- Voice level is o.
- Enjoy displays with eyes only.

Be Responsible

- Go directly to your destination.
- Use a hall pass if not with a teacher.
- Follow directions.
- Stay in line.



Barret's Chapel School

RESTROOM EXPECTATIONS

Be Ready

- Wait patiently.
- Be ready to take your turn.

Be Respectful

- Give privacy.
- Hands and feet to myself.
- Keep walls Graffiti Free.

Be Responsible

- Complete business in a timely manner.
- Place tissue in toilet and flush.
- Wash your hands.
- Place trash in the trash bin.



Barret's Chapel School

PLAYGROUND EXPECTATIONS

Be Ready

- Line up the first time I am called.
- Include everyone.
- Be safe.

Be Respectful

- Keep hands and feet to myself.
- Use voice level o when entering and exiting the building.
- Wait my turn.

Be Responsible

- Listen for instructions.
- Return equipment to teachers.
- Report problems to the teacher.



Barret's Chapel School

BUS EXPECTATIONS

Be Ready

- Watch for my stop.
- Pick up trash.
- Be safe.

Be Respectful

- Keep hands and feet to myself.
- Use voice level o-1.
- Feet on the floor.

Be Responsible

- Listen for instructions.
- Stay in assigned seat.
- Keep personal belongings to myself.



Barret's Chapel School

CAFETERIA EXPECTATIONS

Be Ready

- Get all items before sitting down.
- Make your lunch choices quickly.
- Be safe.

Be Respectful

- Stay in my assigned seat.
- Raise my hand to gain attention.
- Use correct voice level.
- Watch monitor for changes in voice level.

Be Responsible

- Throw trash in the trashcan.
- Walk when entering and exiting.
- Keep my area clean and safe.



Barret's Chapel School

Severe Weather Shelter Places

- Elementary FS – Small Conference Room
- Middle School FS – Office Hallway
- Kindergarten – Big Conference Room
- 1st Grade – Nurses Office
- 2nd Grade – Hallway by Ms. Rosie's Office
- 3rd Grade – Art Room
- 4th Grade – Art Room
- 5th Grade – Hallway by Ms. Rosie's Office Overflow in art hallway
- 6th Grade – Downstairs Hall by Bookroom
- 7th Grade – Downstairs Hall by Kindergarten Rooms
- 8th Grade – Downstairs Hall by Kindergarten Rooms

Important Information

- When drill is announced, go quickly and quietly to your correct area for your grade level.
- Teachers who do not have a homeroom will help monitor all areas. Adults will need to remain quiet too.
- All (students and teachers) are to remain quiet so everyone can hear directions and important information.
- No one should sit where a door can swing open and hit them.
- Students need to sit facing the wall with head bent toward knees and hands over head to protect from falling objects.





2024-2025

Faculty Handbook

Read the handbook, then sign and date this page. Turn it in to Mrs. Miller's door before the first day of school for students.

I have read and understand all the policies and procedures in the Faculty Handbook.

I realize that failure to follow all policies and procedures in the Barret's Chapel Faculty Handbook may result in disciplinary action.

Signed: _____

Date:_____

Printed Name: _____