

Keystone Elementary School

Optional Program



SET - Science, Engineering & Technology

2021-2022 Faculty & Staff Handbook

Dr. James A. Patton, Principal
Mrs. Karmeta Carter, Assistant Principal
Mrs. Angela D. Jones, Professional Learning Community Coach
Ms. Chanel Conner, School Counselor

Dear Keystone Faculty and Staff:

This handbook provides you with detailed information regarding policies, expectations, and procedures of Shelby County Schools and Keystone Elementary for the 2021-2022 school year. All faculty and staff are expected to adhere to the guidelines outlined in this handbook and the SCS Staff Handbook. Please keep your handbooks and refer to them, as needed, throughout the year. Additions and amendments will be provided during the school year, as necessary.

It is your responsibility to be familiar with all information contained in both handbooks since they outline policies that will help our school function in an efficient, productive manner.

Please sign and return your form stating that you have read both handbooks.

Dr. James A. Patton
Principal

Mrs. Karmeta Carter
Assistant Principal

Mrs. Angela D. Jones
Professional Learning Community Coach

Ms. Chanel Conner
School Counselor

Shelby County Schools

Goal – Destination 2025

By 2025, 80% of seniors will be on track to learn in a post-secondary classroom or enter the workforce straight out of high school—nearly twice as many as in 2014; 90% of students will earn their high school diploma on time compared to just 68% in 2014; and every college- or career-ready graduate in the class of 2025 will enroll in a post-secondary opportunity.

Priority #1 – By the year 2025, 90% of our third grade students will be reading on grade level.

Priority #2 – By the year 2025, 90% of students will graduate on time, and 100% of college-/career-ready graduates will enroll in a post-secondary opportunity.

Priority #3 – By the year 2025, 80% of students will graduate college- or career-ready.

Priority #4 – By the year 2025, we will increase our market share of students by 5%.

Priority #5 – By the year 2025, our community confidence rate will grow to 90%.

Goals of Reimagining 901:

- Improving literacy
- Recruiting high-quality teachers and students
- Providing high-quality options for students

Keystone Elementary School

Vision

Keystone Elementary will be an exemplary student-focused school with dedicated staff, outstanding programs, and a nurturing environment.

Mission

At Keystone Elementary, our mission is to collaborate with families and community members to provide a safe learning environment that fosters academic, emotional, social, and physical growth for all students.

Philosophy

Our philosophy at Keystone Elementary is founded on our belief in the importance of life-long learning and the essential worth and unlimited capacity of every student.

- I. **IMPORTANT INFORMATION – All Teachers, Educational Assistants, and Office/Administrative Staff**
Personal Information - Accurate information on all staff is essential. Every person employed at Keystone is required to keep current personal information on file in the office at all times. Please complete the Emergency Data Form and submit a hard copy to Teleton by Tuesday, August 6th. Please make changes and/or corrections throughout the year, as needed.

Work Day - All teachers are expected to sign in using *Raptor* and be in their classrooms no later than 7:50 a.m. when students begin to enter the classrooms. In addition to *Raptor*, hourly employees will follow SCS protocol to maintain daily time sheets. A tracking system is used to monitor late sign-ins as part of your yearly evaluation.

Every teacher, unless performing an assigned duty, is required to be visible at his/her classroom doorway and greet students by name every morning from 8:00 – 8:15 a.m. Greeting students in a positive way helps start everyone's day off on the right track. It is important that the adults model the behavior that we expect of our students.

It is absolutely critical that all staff monitor the hallways at all times. In the unusual event that a teacher is not in his/her classroom doorway by 8:00 a.m., neighboring teachers are asked to monitor those students until that teacher arrives. Occasionally, teachers may have assigned responsibilities that take them away from their classrooms. If this is the case, please take it upon yourself to have those students sit quietly along the wall to wait for their teacher. However, please do not expect your colleagues to monitor your students on a regular basis. It is critical that all teachers be in place by 8:00 a.m. each day!

For payroll purposes, the work day officially ends at 3:20 p.m. Any teacher/staff member who needs to leave campus before the end of the work day must speak directly to Dr. Patton or K. Carter. Do **not** send a note or an e-mail of your intentions; approval must be granted prior to leaving. For payroll purposes, you must also sign out using the Raptor system if you leave early and notify Mrs. Teleton as well.

District mandated events such as DLD and parent-teacher conferences are considered part of the normal work day. All teachers are expected to be present during these important school events.

Sign-in Sheets for After Hour Events - Teachers and staff are also required to sign-in for after hour events such as programs, school events, parent-teacher conferences, etc. These sign-in sheets will be located on the office counter.

Parking - Spaces are available on a first-come, first-serve basis so staff may park in either lot- north or south. Do NOT park in the cafeteria loading dock driveway, visitors' parking spaces, or handicapped spaces at any time. A "teacher of the month" space is provided for the teacher identified through a nomination and selection process by faculty as going "above and beyond" for their students and colleagues.

Professional Casual Dress - We never get a second chance to make a first impression! Professional dress is our visual proclamation that we take our career seriously and have high expectations for our students. Special days will be designated for faculty and staff to promote school spirit, and these days will be more casual. Jeans are only allowed on Fridays and they are not to be distressed. Adhere to the SCS handbook for clarification regarding appropriate dress.

SCS Identification Badges - All faculty and staff must wear their identification badges at all times for security purposes. Working badges are a requirement since faculty and staff should use them to "scan in" each day. Office staff should not have to monitor the doorbell for faculty and staff who have forgotten their badges – except on rare occasions.

Tardiness - If you know you will not arrive at school by 7:50 a.m., please text Dr. Patton and Mrs. Carter. You are also expected to sign into Raptor upon your arrival. It is also expected for you to let members of your team know. Excessive tardiness (more than 5%) is handled on an individual basis. Just like teachers expect students to be punctual, the administration expects the same from teachers and staff.

Documentation of Absence - Excellent attendance is **the expectation**, and absences will be monitored closely. In the event that attendance becomes an issue, conferences and/or written reprimands are issued which will become a part of your personnel file and impact your evaluation. Make sure to document your reason of absence correctly. Also identify who is sick as part of the official documentation.

Absences - It is the responsibility of faculty and staff to call Dr. Patton (cell 615- 403-2946) and text K. Carter (cell 901-240-5584) and Mrs. Teleton at the latest by 6:30 a.m. the day of the absence to report an absence. The earlier you know you will have to be out the better and notify all parties mentioned above. If you are unable to speak to Dr. Patton, leave a detailed message. Make sure you also text Mrs. Carter and Mrs. Teleton to make sure that staff is knowledgeable of this absence. All absences should be entered into the automated system and it is your responsibility to secure a sub. The automated system is monitored on a daily basis by administrators.

Excessive Absences – Accumulated sick leave can be used for illness or injury of the employee which may be subject to written verification by a licensed physician; illness or injury of any employee's immediate family when the employee's presence is considered necessary, which may be subject to verification by a licensed physician; and up to three (3) sick leave for bereavement purposes for the following family members – spouse, parents, grandparents, children, grandchildren, brothers, sisters, mother-in-law, father-in-law, daughters-in-law, sons-in-law, brothers-in-law, and sisters-in-law.

Substitutes - An effective substitute is never as effective as the teacher or educational assistant. The ideal situation would be for all teachers and educational assistants to be at school every day. All absences, full or half day, must be placed in the automated system. It is **not** Teleton's responsibility; it is your responsibility to enter the absence information correctly. Because the system does not always secure subs, teachers and educational assistants are expected to make arrangements with a sub in advance of putting the absence in the system. A list of Preferred Substitutes is available. If you know you are going to be out more than one day, secure the sub for all of those days.

Personal Days for Teachers Only – Please schedule appointments outside the school day whenever possible. A teacher shall be allowed to use personal days according to SCS Policy. Request for personal day must be submitted on the proper form to Dr. Patton at least two days prior to the date of absence, and a sub must be secured in the automated system. No personal day **is granted and paid** unless this procedure is followed.

Entrances - All doors to the building are to remain locked at all times. Therefore, all employees are expected to “scan in” using the District issued identification badge. Office staff should not have to monitor the doorbell for staff and faculty.

DO NOT alter a door to prevent it from locking when closed or leave it standing open. This procedure is for our safety and protection. Students must be informed by their teacher that they are not to open the door for anyone. Visitors are buzzed in and internal personnel have keyless access. Make sure you are in compliance each day.

Visitors, volunteer, and District employees in our building should display a visitor, volunteer, or District badge that is highly visible. If faculty or staff encounters anyone that does not have a visitor, volunteer, or District badge, you are required to stop them and inquire about his/her purpose in the building, escort him/her to the office, or inform the office immediately.

Mailboxes - Educational assistants and staff are expected to check their mailboxes at least three times daily (arrival, lunch, and before departure). Mail, messages, and other information will be placed in mailboxes during the day and should be removed. In the event of an emergency, faculty and staff will be contacted immediately instead of using the mailbox. Do **not** use the mailbox for storage.

There may be times when announcements are made at the end of the day to pick up information that has been placed in the mailboxes.

E-Mail - Most correspondence coming from the administration and the District is via e-mail. It is critical that you check e-mail messages each morning, at lunch, and before leaving each day.

School Calendar - A master calendar will be kept in the office and emailed to staff at the beginning of each month. When you have events that are to be included in the calendar, please share the event specifics with Dr. Patton and Mrs. Teleton to get approval by the administration.

Responsibility on Campus - All teachers and educational assistants are responsible for maintaining student order in all areas of our campus. All teachers and educational assistants are to actively monitor all students – even if they are not your own. Remember. . . it takes a village.

Smoking - There is absolutely no smoking in the building or on the grounds at any time.

Cell Phones – **NOTE: Employees may use their cell phone ONLY during their scheduled planning times, assigned lunch times, and/or break times as long as it is not used in the presence of students.** Teachers are encouraged to take their cell phones with them to recess in the event that office staff/administrators need to communicate with teachers at that time. Employees shall not contact students via telephone, email, text message, Twitter, social networking websites or other electronic communication, except regarding school related matters. Any employee found to be in violation of this Policy is subject to disciplinary action up to and including termination.

Informal/Formal Observations and Teacher Evaluations - The principal, assistant principal, professional learning community coach, and district staff will visit classrooms on a regular basis – several times each week. The visits may be scheduled; however, most are unscheduled using IPGs. TEM guidelines will be followed.

News Media (TV, Radio, or Newspaper Reporters) - All faculty and staff members are asked not to talk to news media on campus. If a representative of the news media approaches you or your students, please refer them to the office and notify the office immediately that they are on campus. If faculty interviews are needed, we will advise you before your interview.

Intercom - Intercom communication is limited as it can be a major disruption. Brief morning announcements will take place beginning at 8:15. However, the intercom will be used for communication, as needed. From time to time, it is necessary to share information with the entire student body.

Submit morning announcements to office no later than 8:00 a.m. The deadline for receiving afternoon announcements is 2:50 p.m. Submit a completed Keystone Announcement Form. Afternoon announcements, if needed, begin at 2:55 p.m.

Faculty Lounge and Adjoining Restrooms - The lounge is for your enjoyment and relaxation. Students are not allowed to enter the faculty lounge or adjoining restrooms for any reason! Students may not purchase food or drink items from the lounge. No Exceptions! Please do your part in keeping the lounge, freezer, refrigerator, microwave, sink area, and the tables neat and clean. The lounge is shared by all of us so be considerate of others and respect each other's property. Please do not consume food items from the refrigerator if they do not belong to you. Do not store cloth or plastic lunch bags in the refrigerator due to space and hygiene issues. Coffee is available in the faculty lounge each morning. Please contribute to the coffee fund if you indulge. You may also chip in by bringing coffee and coffee supplies.

Personal Property - Staff and faculty may bring personal items to school for use including bookcases, rugs, tables, chairs, etc. Make sure that all personal property is labeled with your name. All personal property (purses, cell phones, etc.) should be secured at all times. Please do not leave any item in your car – purses, wallets, cell phones, and packages.

Only use curtains, pillows, and rugs that are flame retardant. If items are not flame retardant, they should be sprayed with a flame retardant spray that is available in the office. The Fire Marshall may ask for proof – complete and sign a statement that the fabric has been treated. This statement form is available in the office and is kept on file in the office when completed. You do not need to fill out a new form each year. See Fire Retardant Form.

Educational Assistants - Educational assistants work under the supervision of the administration and assigned teachers. Educational assistants are to adhere to the following:

- Report to work by your assigned time.
- Sign in using *Raptor*.
- Document daily time worked correctly and sign payroll forms.
- Contact the office regarding delayed arrival to work or absences.
- Educational assistants' meetings will be conducted when the need arises by the administration.
- Plan ahead in order to meet deadlines for mid-year and end-of-year evaluations.
- Participate in self-selected and administrator identified professional development.

Responsibilities for educational assistants include, but are not limited to, the following:

- Monitor classrooms during assigned times – (IEP meetings, S-Team meetings, sick teacher, etc.);
- Tutor students – small groups or individual students as assigned;
- Conduct assessments or progress monitoring;
- Provide support to assigned grade level;
- Prepare copies; and
- Serve as cafeteria monitor and monitor during arrival/dismissal.

As cafeteria monitors, educational assistants, will:

- Reinforce cafeteria rules and good table manners with students;
- Maintain appropriate noise level;
- Distribute napkins and silverware, as needed;
- Attend to specific needs of students (sick, spills, etc.);
- Supervise students in spill clean-up, trash clean-up, and washing tables for the next class;
- Monitor students who are given cafeteria clean-up duties;
- Identify problem behaviors and separate these students from the rest of the class; and

- Inform classroom teacher of class and individual misconduct using the behavior tracking sheet.

District policy does not allow educational assistants to complete official records such as putting grades in *PowerSchool* or completing report cards, progress reports, or permanent records. Classroom teachers are held liable for what happens in the classroom.

It is important to keep confidential matters within the school. Educational assistants represent the school. Behavior and appearance projects, not only your personal image, but also that of the school.

Office Staff/Educational Assistants Evaluations - Keystone Elementary will adhere to the evaluation guidelines set forth by SCS. Staff will collaborate with administrators to set goals, objectives, and identify appropriate professional development session. Self-assessments will be completed with documentation.

Copy Machines – Laminator - These machines are available to aid in the instructional process. Only trained staff will be allowed to use these machines. Educational assistants will be the primary support for teachers as copies are needed. Teachers are asked to place originals for copying, along with information detailing the number of copies, in their administrator's in-tray or mailbox. Upon approval, the administrator will then place the copy folder in the designated box in the copy room. A 24-hour turn around should be the expectation. Teachers are allowed a limited number of copies per month. Reading teachers are assigned to A. Jones. Math teachers are assigned to K. Carter, and all other teachers and staff are assigned to Dr. Patton.

Do not use printers in your classroom or in the Gallery to run multiple copies of materials. This is a waste of money. Multiple copies should be made on the copy machine.

Materials to be laminated may be placed in the work room. Student work will not be laminated. Laminating will take place on Tuesdays and Fridays only.

Visitors - Our school is always open, and we are proud to share our exciting learning opportunities each day. However, to keep your classrooms safe and purposeful, we require all visitors to enter through the front door; sign-in with the office; and wear a visitor's pass while on campus. They should also check-out in the office.

No parent visitors will be admitted to classrooms during school hours without first signing in at the office and receiving a visitor's pass. Board policy states that parents or guardians are not required to make an appointment to observe in classrooms, but it would be greatly appreciated.

If a parent wants to observe in the classroom, the principal, assistant principal, professional learning community coach, school counselor, or other staff member will accompany that parent to the classroom. The parent and staff member will enter the classroom without interrupting the teacher and sit for a brief period of time. No conversation is necessary or expected between the teacher and parent. If the parent wishes to speak with the teacher, the parent will be encouraged to leave a phone number so that the teacher can schedule the conference. Visits will not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visitors should not go to the classroom before or after school unless a conference has been scheduled with the teacher, and the teacher receives the visitor in the office.

Parents who visit for lunch will be given a special lunch badge that signifies that they are allowed access to the cafeteria only. They should not visit the classroom either before or after lunch unless the teacher has invited them and principal is made aware of this.

Do not discuss individual students with parents in front of other students. A conference must be scheduled at the teacher's convenience.

All staff members are expected to be alert to visitors in the building. Do not hesitate to ask to see a person's visitor/volunteer/District ID badge. Notify the office immediately if there is a problem with a visitor or an unauthorized person in the building. An adult should escort that individual to the office. Do not allow individual students to escort visitors to the office or any other room in the school. Use two or more students when escorting visitors.

Volunteers - The administration encourages volunteer activities by parents and other individuals in the community, by community groups, and religious organizations. Please do not discourage individuals from volunteering. There's enough work for everyone. Each volunteer must complete a Volunteer Information Form.

These forms are available in the office. The form must be completed annually. The district has implemented a new policy for background checks on volunteers.

Volunteers must sign-in in the office and receive a Volunteer Pass. Parents who wish to volunteer in their child's classroom may do so on a limited basis; however, parents should not volunteer all day or a large portion of the day in their child's classroom on a regular basis. This is not good for the child or the teacher! The principal will address this issue with parents if the need arises; therefore, it is the responsibility of the teacher to keep administrators informed.

The teacher is always in charge of the class and students. At no time should a parent be left in charge except during state mandated assessments when that parent is serving as a proctor. Make sure your parents understand that the classroom and the students in it belong to you.

Mandatory Reporting – Mandatory reportable criminal offenses shall be reported in accordance with state law and Board Policy 7005. The principal shall consult with department responsible for security when determining whether law enforcement should be contacted.

Incident and Accident Reports - Employees - An Employee Incident Report must be filled out on each accident/injury at school involving an employee. These may be obtained in the office. This form is due to D. Weedon by 3:30 p.m. on the day that the accident/injury occurred.

II. DAILY OPERATIONS

Duty Roster - Teachers assigned to the quarterly duty roster must perform their duties by reporting to duty on time each day, remaining alert, and actively monitor for all situations. **Teachers are expected to actively work the assigned position – not stand around talking to other adults.**

Every teacher will be assigned to the duty roster, and duty assignments will rotate. The teacher on the duty roster is responsible for making sure the duty position is covered, even when they are absent from school. Teachers may exchange duty times with other teachers but the responsibility falls on the teacher that is on the schedule.

Car Lane 1 – Sidewalk at Entrance to the North Parking Lot - Radio Needed

7:45-8:15 a.m.

- Assist parents and students as they cross at the north parking lot.
- Stop traffic flow to assist cars pulling in and out of the north parking lot.

3:10-3:30 p.m.

- Walk students out of the building at 3:10 and report to this position immediately.
- Assist parents and students as they cross at the north parking lot.
- Stop traffic flow to assist cars pulling in and out of the north parking lot.
- Direct walkers and visitors to move off campus quickly.

Car Lane 2 – Sidewalk at Covered Walk/Flagpole - Radio Needed

7:45-8:15 a.m.

- Direct parents to pull all the way down to the flagpole before unloading students.
- Greet all parents and students who arrive in the morning.
- Assist students as they unload.

3:10-3:30 p.m.

- Walk students out of the building at 3:10 and report to this position immediately.
- Direct parents to pull all the way down to the flagpole before loading students.
- Greet all parents who arrive in the afternoon.
- Assist students as they load.
- Direct walkers and visitors to move off campus quickly.

Sidewalk at Flagpole – Radio Needed

3:10-3:30 p.m.

- Walk students out of the building at 3:10 and report to this position immediately.
- Direct parents to pull all the way down to the flagpole before loading students.
- Direct walkers and visitors to move off campus quickly.
- Use radio to call car number if student(s) do not respond.
- Remind students to stand in the "footprints" at the flagpole and walk to cars when they stop.

Bus Crossing – Radio Needed

7:45-8:15 a.m.

- Assist students as they cross at the south parking lot after unloading from buses.
- Stop traffic flow to assist cars pulling out of the south parking lot.

3:10-3:30 p.m.

- Walk students out of the building at 3:10 and report to this position immediately.
- Assist students as they cross at the south parking lot to board day care buses.
- Stop traffic flow to assist cars and buses pulling out of the south parking lot.
- Direct walkers and visitors to move off campus quickly.

K-2 and 3-5 Hallways – 7:45-8:15 a.m.

- Direct K-2 students who enter the building between 7:45 and 8:00 a.m. to sit in the K-2 hallway until they can report to class at 8:00 a.m.
- Direct 3-5 students who enter the building between 7:45 and 8:00 a.m. to sit in the hallway outside their homeroom doorways until they can enter the classroom at 8:00 a.m.
- Monitor students as they sit along the walls. Students may talk quietly to the person sitting to their left or right. Students will sit in the order in which they enter the building. Students will sit with their backs against the walls.
- Direct students who arrive after 8:00 a.m. to move to their classrooms quickly.

Sidewalk at Covered Walk – 3:10-3:30 p.m.

- Walk students out of the building at 3:10 in an orderly fashion and report to this position immediately.
- Monitor to make sure that all students are picked up.
- Monitor students that are not been picked up immediately.
- At 3:31, weekly “lead” teacher will be responsible for assisting students who are not picked up: supervise phone call to parents, pull late pick-up card and sign student in, and share information with office/administrators.

Cafeteria – Car and Day Care – 3:10-3:30 p.m.

- Walk grade level car/day care students to the cafeteria and bus riders to the 3-5 main hallway in an orderly fashion.
- Assist teachers who are in charge of cafeteria dismissal.
- Maintain order, actively supervise students, and assist with identifying students whose numbers/day cares have been called.
- At 3:31, weekly “lead” teacher will be responsible for assisting students who are not picked up: supervise phone call to parents, pull late pick-up card and sign student in, and share information with office/administrators.

Bus Duty

7:45-8:15

- Supervise Safety Patrol students who open car doors each morning and greet parents and students.
- When the bus arrives, use the bus notebook to record the time of arrival, name of bus driver, number of students on the bus.
- Unload students at 8:00 a.m.
- Collect bus write-ups and submit to K. Carter.

3:10-3:30

- Organize bus riders as they arrive in the main 3-5 hallway by having students sit quietly along the wall with backpacks in front.
- When all bus riders have arrived, line them up and walk them to the bus. Backpacks should be on the front.
- Supervise loading.
- Record the time of departure, name of bus driver, and number of students on the bus.

Traffic Director 3:10-3:30 p.m.

- Follow/monitor walkers as you move to the flagpole.
- Direct traffic at the flagpole – allowing cars that have loaded to move back into the traffic flow.

Car Lane Director 3:10-3:30 p.m.

- Follow/monitor walkers as you move to your position to call car numbers.

Student Arrival - Students will be encouraged to arrive on campus at 8:00 a.m. unless they are enrolled in before-school care. However, students who arrive early will be brought into the building at 7:55 a.m. K-2 students will sit in the K-2 main hallway along the wall. Students in 3-5 will sit outside their homeroom classes along the wall. Administrators and educational assistants will monitor these students from 7:55 until 8:00 a.m. and the front door/mall from 8:00 until 8:30 a.m.

Safety Patrol students supervised by staff will spread out along the sidewalk that borders the circular drive to assist students in their departure from their cars. Safety Patrol will take an active role in opening and closing car doors and greeting parents and students. This will help keep the traffic flowing and get everyone off to a great start.

At the 8:00 a.m. bell, K-2 and 3-5 students sitting in the hallways will move quickly and quietly to homeroom.

A bell will ring at 8:10 a.m. to inform students that they have 5 minutes before class starts. At 8:15 a.m., a second bell will signal the official start of the school day. Announcements will begin immediately following the 8:15 a.m. bell, and every student is expected to be seated in their assigned seat at this time. Students who are not in homeroom by 8:15 a.m. will be required to check-in through the office where they will be counted tardy.

Breakfast in the Classroom - We will be participating in the Breakfast in the Classroom program this year. Meals will be delivered to each hallway on a rolling cart by 7:45 a.m. each morning. Every homeroom teacher will have tagged meal bags and a form to complete. Students may enjoy breakfast from 8:00 a.m. until 8:15 a.m. By 8:20 a.m., trash should be discarded, and the meal bags returned to the cart. Students in grades 1-5 may dispose of trash in the hallways and use the restroom independently between 8:00 and 8:15 a.m. Educational assistants will supervise this process. Independent restroom use ends promptly at 8:15 a.m. Do NOT allow students to go to the restroom after the 8:15 a.m. bell.

Cafeteria - Teachers are required to escort their assigned students to the designated cafeteria line each day. Classes are assigned to specific tables. Teachers are to assign students cafeteria jobs on a rotating basis - daily, weekly, or volunteer - to ensure that tables and floors are clean for the next class. It is imperative that teachers be punctual when taking and picking up their students from the cafeteria.

Classroom teachers are responsible for teaching students the cafeteria rules and procedures the first weeks of school. Cafeteria monitors (administration, educational assistants, and teachers) are responsible for monitoring students in the cafeteria.

All students are expected to adhere to the cafeteria procedures and rules. Students who violate the rules may be: assigned to a separate table in the cafeteria; assigned isolated lunch; assigned silent lunch at his/her table; assigned to clean up duties in the cafeteria; required to lose privileges; asked to call his/her parents; issued a conduct mark on the behavior tracking sheets; and/or assigned to In-School Suspension/Supervised Study. The following student rules apply while in the cafeteria.

1. Always use single file lines and respect the line (no skipping or breaking).
2. Only 5 students are allowed in the serving areas (A or B) at a time.
3. No talking in the serving line.
4. Get everything you need when you go through the line.
5. Stay in your assigned seat.
6. Do not share food items or throw anything in the cafeteria.
7. If you need help, raise your hand.
8. Pick up your trash on and under the table.
9. Respect others, self, and property.
10. Always walk.

Students are not allowed to take food, drinks, or water bottles back to the classroom after lunch. No drinks or food products in a can or glass container will be allowed in the cafeteria for safety measures.

Student Dismissal - Walkers - Walkers will dismiss at the 3:05 p.m. bell through their assigned doors. Walkers are defined as students who walk to meet their parents who are waiting on campus, students who walk to meet their parents who are parked nearby, or students who walk home on their own. See *How Does Your Child Go Home?* Teachers assigned to the duty roster will escort K-2 walkers/bike riders through the front mall

where students will exit through the main entrance. Teachers will then report immediately to their afternoon duty location. Teachers will escort 3rd and 4th grade walkers/bike riders out through the Oasis exit. Teachers will then report directly to their afternoon duty locations. Teachers will escort 5th grade walkers/bike riders out the 5th grade hallway door and then report immediately to their afternoon duty locations. Parents and siblings waiting on the walkers are asked to wait on the sidewalks near these exits. Safety is always a primary concern, and we will do what it takes to make sure our students, staff, and visitors are safe.

If walkers are still present at 3:30 p.m. when duty ends, the walkers will be escorted into the office to wait for their parents' arrival. A lead teacher from the duty roster will assume responsibility for these students by supervising phone calls to parents, signing student in on their late student form, and informing office staff/administrators. Parents who walk to meet their students after 3:30 p.m., will be asked to come to the office to sign-out their children.

No student will be allowed back into the building or classroom without the approval of an administrator or teacher. No exception!

Student Dismissal - Bike Riders- Bike riders must have a signed Bike Rules and Permission Form on file in the office in order to ride their bikes to and from school. Bike riders are dismissed at 3:05 p.m. Bikes must be walked on and off campus and helmets must be worn. Bikes are to be stored in the bike racks provided on campus. All bicycles should have a lock for the bike rack. All students are reminded to practice bicycle and pedestrian safety. Bike riding privileges may be revoked by an administrator. No scooters, skateboards, or skates are allowed at school. All bikers will exit with their grade. See *How Does Your Child Go Home?*

Student Dismissal - Car Riders and Day Care Riders - Car and Day Care riders will dismiss from the cafeteria. Car riders are issued a car lane number that is to be placed in the right front window or on the passenger side visor so that it is visible when the visor is in the down position. It is imperative that students learn their numbers quickly when the school year begins. Teachers will be asked to help students learn their numbers. The car lane number should be visible the entire time the car is moving through car lane. See *How Does Your Child Go Home?* Day Cares will be called by name.

All car and day care riders will be escorted by teachers to the cafeteria at the 3:10 p.m. bell. Students will sit at assigned tables and wait for their car numbers or day care to be called. At the call of their number or day care name, the students will exit the cafeteria door by the flagpole and move quickly to their awaiting cars or day cares. Car lane students will load from the flagpole to the covered walkway at the main entrance of the school. Keystone staff and Safety Patrol will be assigned car lane duty to ensure safety of all students.

Car lane officially ends at 3:30 p.m. Parents who arrive after 3:30 p.m. to pick up their children, walkers or car lane, must enter the office to sign them out. Records will be kept regarding late pick-ups. If late pick-ups become a problem, letters will be sent home quarterly with report cards.

Student Dismissal -Bus Riders- Students who ride buses will report to the front mall at 3:10 p.m. where they will sit. K-2 students will sit by the exit to the bus loading area. 3-5 students will sit in the main 3-5 hallway. Staff will walk students to the bus and supervise loading.

Late Pick-up of Students - Car lane will end at 3:30 p.m. Walkers or car lane students who have not been picked up by 3:30 p.m. will report to the office to wait for their parents. Parents who arrive after 3:30 p.m. will be required to come to the office to sign-out their children. Records will be kept regarding late pick-ups beginning at 3:30 p.m. If late pick-ups become a problem, letters will be sent home quarterly with report cards.

Before and After-School Care – (YMCA) - As a service to the parents, the school offers a before school program from 6:30 a.m. until 7:55 a.m. and an after school program from 3:15 p.m. until 6:00 p.m. The program is not available if school is dismissed due to inclement weather. Transportation is the responsibility of the parents. Students may enroll in before only, after only, or before/after.

After-care students will be dismissed from their classrooms at the 3:10 p.m. bell. After care staff will meet and escort students to the area adjacent to the 1st/2nd grade restrooms and the Oasis where they will take a restroom/water break and call roll for the day. At 3:30 p.m., after-care staff will escort students to the cafeteria.

Early Dismissal of School Due to Inclement Weather or Other Unforeseen Reason - When school is dismissed early due to inclement weather or some other unforeseen reason, we must take precautionary measures. Homeroom teachers will:

1. Refer to each child's How Does Your Child Go Home? submitted by the parent at registration.
2. Call and speak with each child's parent. If you cannot speak with the parent, contact one of the identified emergency contacts to inform them that school will be dismissed early. You want to speak directly to a person; voicemail messages will not be acceptable.
3. Be sure to state the time of dismissal to the person to whom you are speaking.
4. Make sure that the agreed upon method of transportation is the method identified on the How Does Your Child Go Home? If not, determine what today's method of transportation will be.
5. Keep a log of all your phone calls with the times and to whom you speak.
6. Be sure to send homework assignments home with every student.

Recess - All students will receive daily outside recess - weather permitting. Teachers must supervise students during recess. Attention must be focused on the students. If you visit with other teachers, please position yourselves so that all teachers can monitor all students.

Teachers who take students "to the hill" for recess must monitor closely. Unfortunately, issues and confrontations develop when students are allowed to stray too far from teachers. Once again, engage the students in recreational games and active participation.

A recess schedule will be completed so that all grades will receive daily recess time outside. Schedules are in place so that all classes will have time on the field and on the playground. See Playground Schedule.

Playground - With the playground, we can also anticipate more accidents and playground incidences. Therefore, we must stay on top of the situation and prevent as many issues as possible. A schedule is instituted that allows equal time for each grade/class on the play facilities.

Teachers must closely monitor the students' activities. Teachers are asked not to stand on one end of the playground since views are often blocked by the equipment. Also, do not allow students to climb up the outside of the enclosed slides.

Any injury should be reported immediately to the office. Office staff or the nurse will make the decision to contact the parent. Any defect or hazard with the play equipment or play area should be reported immediately to the administration and the plant manager. Do not let the students play on broken equipment or in an area that is a hazard. See Playground Schedule.

Restrooms - Teachers are required to take their students to the restrooms at scheduled restroom breaks and supervise them while they are waiting in line, in the restroom, getting water, and returning to the classroom. Teachers are asked to ensure inspection of the restrooms before their students enter and when their students leave. Encourage our students to keep our restrooms and sink areas clean. Students should not take any pencils or other writing instruments into the restrooms.

Throughout the day, students will not be allowed to visit the restroom without the teacher - except in the event of an emergency. Individual/pairs of students leaving the restroom will be required to sign out and in through the Transportation Log. If a student has a medical condition that requires frequent restroom breaks, we request that a note be provided from the parent or doctor. No student will be allowed to go to the restroom by his/herself.

Hall Passes - The expectation is that hall passes will be used. No student is allowed to "roam the halls". If one or more students are in the hallway without a teacher or educational assistant, they should have a school issued hall pass. **DO NOT, at any time for any reason, send students out of your classroom without a hall pass!**

Field Trips - Every grade level will participate in a minimum of two (2) field trips - one in the first semester and one in the second semester (after TNReady for grades 2-5). Both field trips will serve as specific educational events - either a culminating event or possibly as an introductory event to a grade specific unit of study. Funds from Title I may be available to cover some of the costs. Before entering a field trip in PLZ, submit the Keystone Field Trip Routing Sheet to Dr. Patton for approval. Remember - Lesson plans must be submitted in PLZ. You will be notified of deadlines prior to the field trip.

Charges for field trips that occur during the regular school day should be set at a reasonable cost. Money must be turned in to the teacher – not the office – at least 5 days prior to the field trip. Refunds, for field trips that students or chaperones do not participate in, cannot be made in cash. Also, refunds are not given if the field trip is a prepay.

Volunteer chaperones who attend out-of-town trips must submit to a background check and receive favorable results before departure

Critical information regarding field trips:

- Remember to calculate the cost of the field trip by the number of students who actually will be attending – not the number of students in the class or grade level.
- Remember to inform the cafeteria manager of lunch plans and needs. If lunches are needed, a three-week notice must be given.

Parent chaperones who attend field trips will be required, based on the district's volunteer policy, to submit to background checks and receive favorable results before departure. There will be some field trips where the numbers of parents attending will be limited or parent chaperones will not be needed. Parent who attend field trips are permitted to assist in the supervision of students. Siblings are never allowed to participate in field trips.

Students must be supervised at all times on field trips. Students must be made aware that they are representing Keystone Elementary while on field trips and their conduct must be in accordance with school expectations. Students presenting behavioral issues may have field trips or extracurricular participation opportunities limited or curtailed.

At least two (2) school staff members, regardless of the number of students attending the trip, must accompany students on the field trip.

III. TEACHER INFORMATION - NON-INSTRUCTIONAL

Grade and Department Chairs - Grade/Department Chairs are selected each year by grade level peers or identified by the administration. The expectation is that all teachers will, at some point in time, serve in this leadership capacity. Grade/department chairs are responsible for all grade/department paperwork and assignments. Chair responsibilities include but are not limited to: grade/department meeting agendas/minutes, Outdoor Classroom assignments, wall display areas, recess plans, schedules, field trip lesson plans/paperwork, grade level data, spokesperson, etc. Other duties are assigned as necessary.

Monthly After-School Events for Teachers – A schedule will be provided at the beginning of each month and you will be notified accordingly. These events will be mandatory unless otherwise notified.

Committees – Teachers are expected to chair or work on a committee of their choice to support special school activities and academic success for students. The Technology, Healthy Choices, Keystone Reads, Environmental, and Sunshine Committees. The committees will determine their schedules.. See below for Committee descriptions.

- Technology - Focus: maintaining computer updates, technology issues, PD, photos for school social media accounts, electronic school wide calendars (staff/club), website, newsletter - *Keystone Klips*
- Healthy Choices - Focus: Emergency plan/binder, Turkey Trot/Shot, Jump Rope for Heart, Walk to School Day, Pink Day, Valentine's Day Dance, Field Day, Dental Health Month, Bike a Thon
- Keystone Reads - Focus: Accelerated Reader - prizes/bulletin boards, Read Around the Christmas Tree, Holiday T-Shirt fundraiser, Dr. Seuss Day, Scholastic Book Fairs, Reading Oasis, Grizzlies Read to Achieve
- Sunshine - Focus: monthly events for faculty and staff, stuff goody bags, coordinate luncheons/pot lucks, sponsor wear jeans events/fundraiser. birthday recognition of staff, "Secret Santa", "You've Been Booped", teacher/educational assistant appreciation, teacher and employee of the month bulletin boards
- Additional Committees to TBD at a later date.

Professional Conduct and Responsibility - Please be aware of and avoid situations that may put you in positions of risk or liability. Statistics show that 90% of classroom safety, negligence, and liability problems occur when the teacher is out of the room. **DO NOT leave your room when students are present for any reason.** If an emergency arises that requires you to leave the room, you must ask another teacher to stand in the hall and watch both classes until you return. Any teacher who chooses to leave their class unattended will be subject to disciplinary actions. You should not leave your classroom with students to bring a discipline issue to the office; notify the office for assistance.

Folders for Substitutes – All Teachers (Classroom, SPED, Enrichment) - Substitute folders are essential so that quality instruction can continue in a teacher's absence. The following components should make up the folder:

- Current seating chart;
- Any special student health issues;
- Schedule that includes lunch, restroom breaks, recess, Enrichment/SPED classes, reading/math blocks, etc.;
- Classroom rules/procedures
- Dismissal roll–method of departure (walker, daycare riders, bus car riders, bus riders, after care, bike riders); and
- Lesson plans and supporting information.

Folders will be provided. The substitute folder is due to K. Carter by Friday, August 9th. The folder will be returned to the teacher for completion if any of the components are missing or unclear. The substitute folder should be clearly marked and stored in plain view within the classroom.

Weekly Instructional Schedules - Schedules will be developed collaboratively with the administration. All teachers and educational assistants will operate on a tight daily schedule. Morning Meeting time, instructional times for instructional blocks, tiered intervention, Enrichment, recess, restroom breaks, and lunch for each day of the week will be denoted. Schedules will be posted on the bulletin bar of each classroom door. Schedules may not be altered without consent of the administration.

Agenda Books - The school purchased agenda books for every student in grades 2-5; therefore, teachers will utilize them to their fullest capacity. The agenda books will go home daily with students. Students will copy homework assignments, test dates, and other pertinent information into their agendas. Teachers may write notes regarding conduct, academics or attendance in the agenda book. Parents are required to initial the agenda book each night to ensure that communication between home and school is occurring.

Dismissal Rolls - Every parent is required to provide information specific to how each student will leave campus in the afternoons - How Does My Child Go Home? This serves as our official documentation for each student. If a parent wants to make any changes at any time in the dismissal routine of the child, the request must be in writing. These requests should be kept on file in the student folder kept by the teacher.

Each homeroom teacher must compile an official dismissal roll before school starts and keep the roll handy in the afternoons during the first several weeks of school. Adjustments will probably be made daily for the first few days/weeks of school. A copy of the dismissal roll must be submitted to Dr. Patton by Friday, August 20. When changes are made to your dismissal roll, be sure to make the same changes to the roll on file in the office. Please be sure to make changes in red ink, mark "revised", and date. The dismissal roll will be revisited at the end of each quarter to ensure that the information is correct.

Wednesday Folders - Every student has a personalized blue plastic folder used to communicate information to parents on Wednesdays. Information from the office and the administration such as letters, flyers about upcoming events, school calendars, Well Child information, etc. will be provided to teachers prior to Wednesday. Teachers are expected to provide every student with the information as directed. Teachers will also send home information regarding grades and assignments. Wednesday folders will be reviewed by the parent and signed. The folder is to be returned to school by Friday.

Treats - The only allowable treats for a child's birthday are cupcakes or cookies. Cakes or food items that require assistance when serving are not allowed. Parents, who are providing cupcakes/cookies for their child's birthday, must bring/send them from a bakery to be distributed during lunch time.

If parents are bringing food items for students other than just their own child, they must bring enough for the entire class. Many students will have hurt feelings. At no time are parents to bring home-baked items to share as this is a violation of health standards.

Parents have been asked not to bring or have balloons, treat bags, or flowers delivered to school. However, in the event that these items show up at the school, they will not be given to the student until dismissal.

Class Celebrations - Keystone has two celebrations a year - Winter Celebration and End-of-the-Year Celebration. These celebrations will begin at 1:30 and end promptly at 2:30 p.m. There will be no deviations from this policy. If this changes, information will be shared.

The teacher is responsible for decisions regarding planning of these celebrations. If funds are needed from the parents, a letter must be written by the teacher that indicates the amount of money needed and the specific purpose of the money. Administrators will give final approval of the letter that will be sent home to parents. Absolutely no monies are to be collected from parents for the parties without prior approval of the approved letter requesting the funds. Large sum donations from parents for teachers or other personnel are not approved.

Party Invitations - Students will not be allowed to distribute personal party invitations (such as birthday) at school. Absolutely no exceptions! It becomes hurtful and obvious when some are invited and others are not.

Assemblies and Honors' Programs - Occasionally, we will have student assemblies. Most assemblies will be organized according to grade bands, but this may not always be the case. Classes are to assemble quietly and sit in designated areas. Enrichment and SPED teachers are responsible for bringing their students to the assembly if the assembly falls during that class time and remaining with the class for the duration of the assembly. All teachers and staff will be expected to attend assemblies unless this is specifically addressed.

Special Events Notices - Teachers are expected to seek prior approval from the principal before any special event where the parents are invited to participate in a classroom activity, a guest visitor is invited to share information, or special clothing day, etc. A written notice should be prepared outlining the special event and submitted to principal well in advance of the event. The notice will be either approved or not approved and the principal will sign it. The approved notice can then be sent home with students. A copy will be kept in the office for easy reference when parents call for clarification or with questions.

Student Messages from Parents - The office staff will use the following guidelines in order to provide students with messages.

- Only emergency messages will be given to students during class. Any emergency situation must be approved by an administrator. Other messages will have to wait until lunch or the end of the day.
- Class will not be interrupted for forgotten items that are brought to school (i.e. lunches, homework, books). These items will be left in the office for delivery at a less intrusive time. Items should be labeled with the student's name and teacher. Students will be allowed to call home for forgotten items.
- Parents are asked to discuss changes to dismissal routines with their children ahead of time and send a written note to the teacher. It often becomes confusing when parents call at the end of the day with changes in dismissal plans. We certainly understand that emergencies arise, but this should not happen often.

IV. TEACHER INFORMATION - INSTRUCTIONAL

ILT - Instructional Leadership Team - The purpose of the ILT is to improve student achievement by providing teachers with "real-time professional learning". The focus will be on the Instructional Core: Students - engaging students in the learning process, Teacher - improving teachers' instructional practice, and Content - providing academically challenging content. The meeting date will be determined at the start of each month and noted on the school calendar.

Adm and Teacher Content Leads - All teachers will receive content specific support from an administrator. Reading teachers will collaborate with A. Jones. D. Link will serve as the Literacy Laureate and support all reading teachers in foundational skills. Math teachers will collaborate with K. Carter. Science and Social Studies teachers will collaborate with Dr. Patton. All other teachers - Enrichment, SPED, and PreK teachers will collaborate with Dr. Patton and be supported by district staff as it relates to specific content.

Faculty Meetings - Teachers should reserve every other Wednesday of each month from 3:30 p.m. until 4:30 p.m. for Faculty Meetings. Teachers are also highly encouraged to deliver PD as part of Faculty Meetings.

Professional Learning Communities- Grade and Department Meetings - Creative scheduling of Enrichment classes allows teachers to meet as a grade level during the school day. PLC meetings will meet with your admin content lead and like subject area teachers to review lesson plans, disaggregate data from weekly common and formative assessments, and analyze student work. Under no circumstances are teachers to miss or be late for a PLC meeting. Norms are established and are the expectation. Teachers are expected to deliver and pick up their classes from Enrichment on time. This may require precise planning on the days of PLCs. PLC meetings will begin on time. Please do not arrive late. Mrs. Jones will provide the PLC date and times

Enrichment PLC meetings will be held as needed from 8:30-9:15 a.m. SPED PLCs will be Thursdays, 1:00-1:30 p.m.

Behavioral norms for PLC and Committee meetings include:

1. Start on time
2. Be an open-minded and positive participant
3. When speaking, keep your points clear and concise
4. Be solution oriented
5. (Virtual) Make sure you are in a quiet area
6. (Virtual) Mute your device when you are not speaking
7. (Virtual) Use the chat to speak if possible

Teacher Responsibilities Regarding Quality Instruction - Teaching and learning begins each day at 8:00 and does not stop until 3:10! We must make the most of every minute we spend with our students. Therefore, teachers **should never** be found sitting behind the desk, grading papers, watching TV, reading a book, talking on cell phone, or eating while students are in the classroom. Teachers should always facilitate learning while students are present. Teachers must move around the classroom in order to assess, monitor, remediate, inform, and coach student learning. It is a teacher's responsibility to ensure all instructional activities are engaging, meaningful, and rigorous. Activities such as worksheets that review skills in isolation, writing spelling words, and lengthy drill and practice pages are not acceptable learning opportunities.

Lesson Plans - Using district-mandated curriculum guides and state frameworks, every teacher is expected to craft lesson plans for his/her class using the Keystone Lesson Plan Template or agreed upon format and submit them to the electronic folder by 5pm on Thursdays. A copy of the current lesson plan should be posted on the bulletin bar. Teachers are expected to follow the lesson plan posted on the bulletin bar. This expectation is that every teacher will submit weekly lesson plans by the deadline.

White Board Protocol - Teachers are required to maintain current white board protocol including the date, standard(s), learning target(s), academic vocabulary, name of graded assignment, homework, and next test date. Math teachers will have additional information per K. Carter. Space has been designated for this information.

Instructional Strategies - Teachers will incorporate a variety of instructional strategies to engage all students in the learning process. Teacher School will focus on developing and using various effective strategies.

Assessments/Data Digs - Reading, math, science, and social studies teachers will be expected to develop and administer grade level common assessments using Mastery Connect. Assessment questions will be aligned to the state frameworks and be of various types. Mastery Connect will also be administered according to district guidelines for three formative assessments. Data from all assessments will be analyzed to determine student, class, and grade level progress and re-teaching needed.

Data Notebooks - Every teacher is expected to create and maintain a data notebook with Kindergarten, Wonders, Eureka, TNReady, Mastery Connect common assessments, and Fast Bridge intervention data. Every teacher is expected to be able to possess a working knowledge of each students' data and progress.

Tier I, II, and III Intervention - K-1 Reading and math teachers, 2-5 homeroom teachers, and educational assistants will be responsible for providing reading and math interventions based on students' Tier, instructional level, and lowest skill deficit. Students in Tiers II and III will be progress monitored as directed by RTI2. Grade level content specific teachers will collaborate with admin content leads to create weekly

lesson plans. Intervention folders, lesson plans, and resources will be kept in blue tubs that will be subject to review at any time during school and district walkthroughs.

V. PHYSICAL PLANT, EQUIPMENT, FURNITURE, AND TEXTBOOKS

Plant Manager Support – We will continue sharing our plant manager with one other school. Keystone plant manager's hours are: 8:30 -12:00 on Mondays, Wednesdays, and Fridays and 12:30-3:30 on Tuesdays and Thursdays. She will assist with specific maintenance, furniture, and cleaning needs. Use the Keystone Plant Manager Request for Service/Report Maintenance Concern Form to request services including repair, maintenance, classroom cleaning, and set-up for special events. Blank forms are available in the office hanging file folder and in the Plant Manager's mailbox. Completed forms should be placed in the Plant Manager's mailbox. If the service is not made in a reasonable length of time, please report the request and the original date to the administration via email.

Instructional Room - The Instructional Room is utilized for faculty meetings and other functions by opening the partition between the Professional Library and Parent Resource Rooms.

Professional Library - One half of the Instructional Room has been utilized to create Keystone's Professional Library. This space is designed to serve as the official weekly PLC meeting place and the source of professional resources and literature. Resources are available through a check-out system. L. Byrd is responsible for this space. Please note that this space is typically off limits to parents and students.

Parent Resource Room - One half of the Instructional Room has been utilized to create a Parent Resource Room. This space is designed to provide a space for parents during the school day. Throughout the year, staff and teachers use this space to provide informational seminars on grade level and developmentally important skill building activities. Resources are available for check out. A computer is provided for parent use. A. Jones is responsible for this space.

Teacher Resource Room - The Teacher Resource Room located in the back of the library/media center houses a variety of resources for teachers as they plan and deliver quality, engaging instruction. Resources are organized into book studies and thematic units and stored in crates. The crates are available through a check out system. Each crate contains an inventory of the resources within the crate. The most recent focus has been placed on science. We still hope to add social studies resources soon. Books, posters, and DVDs supporting all strands of science have been assembled for use. It is critical that teachers return all of the resources when the crate is checked back into the resource room. M. Reynolds is responsible for this space.

Clinic - If a student becomes ill or injured while at school, he/she should be brought/sent to the office with a Clinic Pass. A student with a significant injury should not be moved. Call the office to inform administrators if immediate assistance is needed with a sick or injured student. Do not call the parent from your cell phone or from your classroom phone. An administrator, office staff, or school nurse will decide when a parent should be contacted and will call from the office. It is usually best to notify parents if a student is injured – even slightly. **Our policy will be: when in doubt about the seriousness of the student's illness or injury, it is always better to call the parent.**

Outdoor Classroom (OC) - A plan to enhance this learning environment has been developed and implemented by the Environmental Board. Every teacher/class is responsible for creating and maintaining an area or garden in the Outdoor Classroom. The Outdoor Classroom should be used to enhance all content areas. Four picnic tables are provided for student and faculty use. Classes may meet there or have lunch at the teacher's discretion.

Oasis - The Oasis may be used at any time by any class/ teacher. Students are encouraged to borrow books to read and return them to the proper place once read. This space will be maintained by the Keystone Reads Committee.

Cougar Den -The Cougar Den is our second computer lab designated for interventions and computer based test administration. Teachers may sign up to use this space when there are open times on the schedule.

Science Lab - All science teachers are expected to use the science lab to provide weekly hands-on science instruction for their students. A system will be developed to allow every teacher time in the lab. Additional

supplies and materials have been purchased, cataloged, and arranged within the lab. The expectation is that every teacher will clean up and put away all materials used by his/her class.

Gallery - Two printers are located in this area - one serving K-2 and the other serving 3-5. There is also a meeting space to use if necessary.

Conference Room - This space is designated for S-Team, 504, and IEP meetings. Staff are asked to use the following protocol for reserving this room and communicating meetings with teachers and administrators. (Tuesdays, Wednesdays, and Thursdays)

1. Place time of meeting, student's name, reason for meeting, and teacher's name on the closet door calendar.
2. Provide all staff who are invited to attend with a letter of invitation.
3. If a grade level teacher is required to attend, write the SPED and Gen Ed teachers' names in the meeting book. Educational assistant will assume responsibility for signing up to provide Gen Ed coverage for meetings.

Equipment Inventory and Procurement - All equipment is to be maintained in accordance with protocols set forth by the District and Keystone Elementary. An annual equipment inventory is completed each fall and spring and/or anytime deemed necessary by the administration. All equipment owned by Keystone Elementary is for use of the school and not for personal use. Equipment includes SmartBoards/slides, Promethean Boards, docucams, calculators, TV, VCRs, DVDs, cameras, overhead projectors, listening centers, cassette recorders, computers, and printers. Any equipment owned by the school that is taken off campus must be done so with the direct consent of the principal.

The computer lab teacher, L. Peacock, is responsible for the inventory of all SmartBoards, slides, Promethean Boards, docucams, computers, laptops, headphones, and printers. If you have unwanted or broken computers or computer related equipment in your classroom, please see L. Peacock to have it removed from your room. Librarian/Media Specialist, M. Reynolds, is responsible for all overhead projectors, listening centers/headphones, cassette recorders, and VCR/DVD players. If you have unwanted or broken items of this nature, please submit a Furniture and Equipment In/Furniture and Equipment Out form to the principal.

All equipment will be stored in a secured storage area when not in use. Inventory will be signed out to each teacher - laptops included. Teachers are responsible for any item that is checked out in their name. **DO NOT, for any reason, take it upon yourself to move equipment from one classroom to another.** See the person responsible for that inventory before any move of equipment takes place. At the end of the school year, all equipment must be accounted for.

Technical Assistance - If you need technical assistance with hardware, software, or other technology, please request assistance following SCS operating procedures. Either Keystone's Computer Lab Teacher, L. Peacock, or a member of SCS IT (Information Technology) department will help you with your technology issues. Communicate with L. Peacock via email. You may call the SCS Help Desk at 416-2700.

Furniture Inventory and Procurement - Furniture needs must be communicated to the principal using a Furniture and Equipment In/Furniture and Equipment Out Request Form. Furniture will be distributed in accordance to need and availability. Teachers are not to move furniture from one location to another within the school without principal approval. Students are not allowed to move furniture. Teachers should not apply contact paper or paint to classroom furniture. Please do your best to keep up with the shelf brackets for the bookcases. A furniture inventory will be completed by each teacher each year.

If you have unwanted or broken furniture in your classroom, please complete a Furniture and Equipment In/Furniture and Equipment Out Form to have it removed from your room. Any changes in your furniture inventory should be documented on your Furniture Inventory Form.

Textbooks - The State Board of Education furnishes textbooks for all students. Teachers are responsible for all textbooks issued to them at the beginning of the school year. A student book check should be held at least one time each grading period.

Record keeping is essential in keeping up with all books. These books must last for at least six years. Accountability is with the teacher. Whenever books leave the room, there should be a documented record as to who is responsible for their return. Notices are to be sent home immediately if a student cannot account for a

book. Teachers should caution students not to write in or damage textbooks in any way. Textbooks are public property and should be treated as such. If a book is damaged, a fine is charged to the student. The student is required to pay for the lost and/or damaged book; 100% for a new book and 75% for a used book. A receipt is written for each payment on lost and/or damaged books. The receipt should include the full title of the textbook including grade and edition; condition – new or used; lost or damaged properly indicated.

When books are assigned to the students, it is the responsibility of the teacher to write the students' names and the school year in the textbooks. When a student withdraws from school, all books must be returned. All books are turned in to the teacher at the end of the year. Teachers should check each book for damage. When a student pays for a lost or damaged book, the teacher will write the student a receipt in the assigned receipt book. If a teacher needs additional textbooks, notify the office by filling out a textbook requisition form.

Bulletin Boards, Wall Displays, Tack Strips, Bulletin Bar, and Windows Adjacent to Door – Current (within the last 30 days), quality student work must always be on display throughout our hallways and classrooms; therefore, bulletin boards, wall displays, and tack strips in the hallways are expected to serve as these display areas. A descriptor of the work should accompany the display. Bulletin boards should be updated at the beginning of each month.

Per Fire Marshall, no more than 50% of each wall in the classroom may be covered. Nothing should be hung from the ceiling. Stored or displayed items should be at least 18 inches below the sprinkler head.

The district has identified adhesives that can have a detrimental effect on painted walls. With this in mind, we are asked to refrain from using duct tape, masking tape, liquid adhesives, hot glue, and adhesive (Scotch) tape. Teachers are encouraged to use other methods to display student work including Scotch Brand removable adhesive putty, Command Brand poster strips from 3M Corporation, removable mounting tabs from Magic Mount, Velcro Brand removable poster tabs, “Duck” poster putty from Henkel Corporation, and Blue painter’s tape.

Teachers will use the wooden tack strips in the classrooms and hallways to post current, quality student work. Additional display areas have been created and labeled in each hallway for each grade level. These areas offer additional spaces that often go unused.

Bulletin bars are added to each classroom door. Teachers are to post their current weekly instructional schedule and their weekly lesson plan on these bars. No other information should be displayed here.

The small window flanking each classroom door should not be totally blocked from hallway view.

Classroom Arrangement and Neatness - Every classroom should be neat, organized, and promote the learning process. Physical and visual clutter can interrupt the learning process for many students; therefore, “clutter” should be kept to a minimum. Most times – less is best! Classrooms should always remain uncluttered and neat!

Please remember that for safety reasons, it is imperative that the passageway through the door into the classroom and to the window, or emergency exit, must always be unobstructed.

Students should take an active role in ownership of and responsibility for maintaining their classrooms. Job assignments should be apparent.

Work stations, computer stations, and classroom and reference libraries should be instructional components of every classroom that are utilized daily to support instruction and actively engage students in the learning process.

Arrangement of tables and student desks should facilitate individualized, small group, and large group instruction. Therefore, the administration expects the arrangement of student desks to change, as needed, to accommodate various instructional strategies and learning styles.

Classroom expectations, consequences, and rewards should be posted in each classroom. All classroom windows are to be locked at the end of the day.

Classroom Care - Please treat your classroom furniture, equipment, and materials 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, uncluttered, and orderly.

Lost and Found - Encourage all students to place their names in all articles of removable clothing, lunchboxes, and backpacks. Lost and found items will be kept for short periods of time in the front mall. Electronics and glasses will be turned into the office. For various reasons, toys, electronic devices, trading cards, or valuable items are not permissible at school. Lost and Found items not claimed will be boxed and donated each month.

VI. HEALTH AND SAFETY

Nutrition and Wellness - Schools are encouraged to sell foods that promote good nutrition. Schools shall encourage fundraising activities that promote physical activity. Foods served for school celebrations shall meet the Minimal Nutritional Standards of Tennessee, with the exception of designated parties decided by the administration. Foods and beverages offered or sold at school-sponsored events (field days, dances, etc.) will meet the nutrition standards. Health education will complement physical education.

Medications – If under exceptional circumstances, a student is required to receive medication during school hours and the parent cannot be at school to administer the medication, only the school nurse or the principal's designee (S. Teleton and L. Ueal) will administer the medication in compliance with the regulations that follow:

- A. Written instructions will be signed by the parent or legal guardian and will include: student's name, name of medication, purpose of medication, time to be administered, dosage, possible side effects, termination date for administering the medicine, and name/phone number of student's physician
- B. The signed instruction form will be kept on file at the school.
- C. All medication must be brought to the school by the parent/guardian. All medicine must be in the original container, whether prescription (marked with student's name, prescription number, licensed, prescriber's name and pharmacy) or non-prescription.

No teacher is allowed to administer medicine and no student is given permission to take medicine on their own.

Emergency Dismissal - Parents will be asked to complete a "How Does Your Child Go Home" form that is kept on file in the classroom in case of inclement weather or other calamity. When weather changes occur or if anything unusual should happen, parents should have this special plan for their children in writing. Considering the fact that during an emergency phone lines may be down, we will follow what parents put on the form. Parents should check the SCS web site for information, listen to the radio stations, or watch TV for school closings as calling the school ties up the phone lines and personnel.

Emergency Management Drills – Drills are conducted according to state and local standards for emergency plans in order to ensure the safety of students and personnel. Drills include tornado and severe thunderstorms, fire, earthquake, gas leaks, bomb threats, snow or ice storms, and lockdowns.

Information is provided through professional development sessions. Written information is kept in a "maroon notebook" that is easily accessible in each classroom. The notebook is issued to teachers and staff each year. Faculty and staff are expected to be thoroughly familiar with all of the drill procedures. Teachers will receive Drill Logs for documenting all drills. These logs are due to Coach Watkins immediately following each drill. They will be returned to the teacher prior to the next drill.

Student Accidents/Injuries - An Accident/Injury Form must be filed for students. These may be obtained in the office. The teacher/staff member in charge at the time of the incident/accident should be responsible for furnishing information and completing the appropriate report. All Incident/Accident Reports should be submitted to the principal by 3:30 p.m. on the day the accident/injury occurred.

VII. ACADEMIC AND SUPPORT PROGRAMS

School Counselor-The school counselor is responsible for:

- the orientation of parents and students to the school program;
- preventative and social/personal counseling to students;
- student referral and/or welfare provisions;
- review and monitoring of academic data;
- RTI2B plan;
- coordination of support services including school psychologist and school social worker;

- student program planning and placement; and
- academic counseling and sharing of educational and occupational information.

Student Support Team – S-Team -The S-Team is responsible for addressing continuing student academic and behavioral problems. The S-Team members include the regular classroom teacher, the school counselor, principal, parent/guardian, and school social worker and/or school psychologist. The S-Team shall attempt to meet the needs of the student within the regular program. All activities of the S-Team must be documented. The intervention process must extend for a period of at least nine weeks and include documentation that the teacher has tried in the classroom. If the S-Team determines that an individual evaluation of the student is needed, a referral must be made by the S-Team chairperson.

Any teacher who has a student experiencing academic/behavior difficulties in class should see the school counselor to arrange an S-Team meeting following the first nine weeks of school. Teachers shall develop an intervention plan for K-5 students who are not meeting academic standards in core courses. The plan shall identify the student's academic deficiencies and list the interventions that are needed to help a student meet academic standards.

School Social Worker and Behavior Specialist- District personnel will work with administration and teachers who need extra support with behavior challenges.

CLUE - Keystone is very proud to have a primary and intermediate CLUE teacher. It is our hope to continue to grow this program with the identification of students. Teachers are asked to refer students using the district protocol.

Students attending CLUE classes are not expected to make-up all work assigned while out of the classroom. They should complete the work required for grading only and then do the homework. If you have a fairly large number of CLUE students, use the time to review with the ones who need special re-teaching or reinforcement in a particular area or skills.

Optional Program -Keystone is one of several elementary schools with a “school-within-a-school” optional program. Our focus is SET - Science, Engineering and Technology. Optional transfer applications must be processed in the SCS Division of Optional Schools. Once all processing procedures are completed, parents of applicants are notified by mail as to the status of their child's application.

Optional Program Qualifications-

- Applicants for first and second grades will be required to take the Optional Schools' admittance tests. No other tests will be accepted for these grades.
- First- and second-grade applicants must score at or above the 50th percentile in language, total reading, AND total mathematics on the admittance test.
- Applicants for grade one must have satisfactory skills and behaviors and achieve mastery in all academic and support subjects on their most recent report cards.
- On a current nationally-normed or TCAP Achievement Test, eligible students for grades three through five must score at or above the 50th percentile on the Total Reading/Reading Composite and Total Math/Math Composite of the NWEA MAP or another nationally normed achievement test.
- Applicants for grades two through five must have a C average or above in all academic subjects and satisfactory grades in special subjects and conduct.
- Satisfactory attendance (including promptness to school) is required. A total of more than 15 unexcused absences, tardies, and/or early dismissals is considered unsatisfactory.
- To remain in the Optional program, students must maintain an overall C average in all academic subjects, S's or E's in all support classes, satisfactory conduct, skills and behaviors, and satisfactory attendance (including promptness to school). Early dismissals and tardies are counted in attendance.
- Final approval is contingent upon review of the student's final comprehensive report card.

Optional Renewal – Applications for Keystone's Optional Program must be renewed annually. Students are eligible for renewal transfers to Keystone if they remain in this program all year and maintain the Optional School's renewal requirements. Completed renewal forms should be promptly submitted in the spring of 2022. Final report cards will be reviewed to determine final approval. Official notification of the status of the renewal transfer is sent by the Division of Optional Schools.

Choice Transfers - Based on the number of available seats, Keystone accepts students zoned to other schools as long as the parent has completed an online application and been approved through the District process. A student remains on Choice Transfer as long as there are no issues with attendance and/or behavior. If attendance and/or behavior becomes an issue, Choice Transfers are rescinded.

New Teacher Mentor - A teacher will collaborate with all “new” teachers to the profession. Training will be provided by SCS and monthly meetings will be documented.

Safety Patrol - The safety patrol is made up of 5th grade students who have been chosen through a written application process. Attitude, behavior, and the ability to set high standards according to the Keystone Code of Conduct are also considered. A teacher recommendation is required. All members must maintain a minimum grade of C in all classes and S in work habits and conduct. Safety patrol members should report to duty at 7:45 a.m. and work until 8:10 a.m. Afternoon duties begin at 3:10 and end at 3:30 p.m. Students must be leave campus or be picked up by 3:30 p.m.

Student Clubs - A number of student clubs provided by teachers on a volunteer basis will be available after school for students.

VIII. STUDENT BEHAVIOR

Culture and Climate/RTI2B – The District requires every school to have a RTI2B Team that shares responsibility for school-wide buy-in and implementation of our Culture and Climate/RTI2B plan. Our plan is organized around four simple but important expectations: 1. Respect, 2. Organization, 3. Acceptance, and 4. Responsibility - ROAR.

Keystone Cougar Expectation Posters have been created to identify expectations regarding respect, organization, acceptance, and responsibility across time and in all areas of the school - morning entry, hallways, classrooms, cafeteria, assembly, restrooms, recess, dismissal, and bus.

Per our plan, there will be many on-going opportunities to reward students for good attendance, academics, and behavior.

No faculty member should ever yell at, argue with, or humiliate a student or place a student in the hallway. Always, Always Scold in Private; Praise in Public. NO EXCEPTION!

Order must and will be maintained. If there is no order, there is no learning.

Noise Levels - As part of our respect for others, we will use several hand signals and verbal commands to communicate to students regarding their voice levels. Teachers are expected to model appropriate voice levels for students and utilize these hand signals and verbal commands.

Level 0 = complete silence (specifically in hallways, cafeteria line-up, restrooms) – Command is “Zero Zone”

Level 1 = whisper zone (classroom, cafeteria) – Command is “One Zone”

Level 2 = regular conversation voice (classroom, cafeteria)

Level 3 = over talking (speaking to a group, playground)

Level 4 = loud talking (playground)

Classroom Expectation Plan – This plan is a well-communicated expectation plan to reduce issues with protocol, procedures, and behavior in order to build a classroom community where students can work, learn, belong, and find success.

Teachers introduce and teach expectations the very first day of school and model and reinforce them all year long. Expectations are established for every aspect of the day - entering the room, going to the restroom, going to lunch, asking for help, working in cooperative groups, moving into small groups, turning in homework/class work, getting up from their seats, heading papers, writing assignment protocols, lining up, walking in the hallways, etc.

Each teacher develops and submits a Classroom Expectation Plan to support the our RTI2B school-wide plan. Expectations for student behavior are positive and realistic. All faculty members are role models by exhibiting characteristics of adequate preparation, punctuality, enthusiasm, school spirit, dress, and professionalism. When creating and enforcing classroom expectations teachers are proactive, positive, and have an instructional motive. All Classroom Expectation Plans contain expectations, consequences, and rewards that will be taught the first weeks of school and re-visited often.

Every homeroom teacher is designated as the mentor/coach for his/her homeroom students. During the first week of school, each homeroom selects a name, participates in getting to know each other activities, participates in physical challenges to bond as a team, and learns more about supporting one other student in the homeroom as an identified buddy. Various “circle” techniques will be shared with teachers who, in turn, share with their students. Time for circles are designated on Fridays.

Conduct Grades - Every student begins on E in every class every day. Based on conduct throughout the class period, students will receive daily conduct grades of E, G, S, N, or U in each class - reading, math, science, social studies, and Enrichment. Conduct will **not** be tracked across the school except in the cafeteria where it will be reported to the teacher who picks the class up from lunch. Music, art, and PE teachers will track conduct and report it as needed - call parent, MIR, Disciplinary Referral (DR), progress reports, and report cards. Library and Computer teachers will report conduct to the homeroom teacher, call parent, issue MIR or DR.

Behavior Tracking Sheets - Every teacher is responsible for the creation of the behavior tracking sheets for his/her classes. Behavior tracking sheets for each grade/section will contain the students' names, dates for the period of time, and conduct for each class period - E, G, S, N, or U - during that period of time. Behavior tracking sheets will be kept on file with the teacher. Unlike years past, these will not be submitted to the school counselor on a weekly basis. Teachers should refer to tracking sheets when conferencing with parents. Administrators may ask to see tracking sheets on an as needed basis. All tracking sheets are due at the end of the year.

District Guidelines Regarding Minor and Major Behaviors - Minor behaviors are those behaviors that teachers are expected to manage on their own without assistance from Administrators. These behaviors are listed under the “Referral to Parent” side on the SCS Disciplinary Referral Form. These behaviors include disruptive/off task, lack of preparation, eating/drinking in class; abusing hall pass privileges, use of indirect profanity, defiance/mild disrespect, and mild insubordination.

Major behaviors are those behaviors that administrators will address. These behaviors are listed under the “Referral to Office” side on the SCS Disciplinary Referral Form. These behaviors fighting, profanity towards staff/students, threatened/act of violence, theft/vandalism, repeated/extreme insubordination, bully/harassment/intimidation, gang activity, criminal offenses, and immoral/obscene conduct.

Student Behaviors Resulting in Minor Infraction Reports (MIRs) - We will **NOT** use the Disciplinary Referral to report to misbehaviors to parents. Instead, we will use Minor Infraction Reports to denote minor behaviors that interfere with the learning process. MIRs are to be completed by the teacher. The top (white copy) goes home with the student at the end of the day and the carbon copy is kept by the teacher who wrote the MIR. The carbon copy should be filed in the student folder and the signed parent copy should also be filed in the student folder.

MIR behaviors may include but certainly are not limited to:

- | | | | |
|-----------------------------|-----------------------------|---------------------------------------|---------------|
| 1. bothering others | 5. uniform violation | 9. rude to other students | 12. dismissal |
| 2. cafeteria misbehaviors | 6. refusal to do assignment | 10. breaking/arguing about line | misbehavior |
| 3. name calling | 7. gum Chewing | 11. talking out of turn, excessively, | 13. other |
| 4. not following directions | 8. not seated when asked | blurting, or being loud | |

How to Issue a MIR - Teachers are asked to address and document minor behaviors using the following steps.

Step 1: Student exhibits behavior that interferes with the learning process. Teacher gives precise directions and follows up with positive narration. If behavior stops, all can now focus on the task of learning. However, if the behavior does not stop, a warning is given. If behavior still does not stop then the daily conduct is lowered from E to G. Student is informed, and G is recorded on the behavior tracking sheet.

Step 2: If behavior continues, the teacher again provides precise directions and follows up with positive narration. If behavior still does not stop, the consequence is to lower the daily conduct from G to S, denote S on the behavior tracking sheet and inform student.

Step 3: If the student continues to misbehave, teacher will once again provide precise directions and positive narration. Teacher will inform the student that conduct is being lowered to N. Teacher will denote N on the

behavior tracking sheet and write an MIR - denoting an N in his/her class. White copy of the MIR will be given to the student's homeroom teacher before the end of the day so the homeroom teacher can attach it to the agenda book or place in the nightly folder. Teacher who issued the MIR will be asked to contact the parent at the end of the day.

- Step 4:** If the student continues to misbehave, teacher will once again provide precise directions and positive narration. If misbehavior still does not stop, the consequence is to lower the daily conduct from N to U, denote U on the behavior tracking sheet, and denote a U on the MIR. The teacher will also issue a more severe consequence such as a time out, think chair/think sheet, partner teacher time out, quiet table at lunch, reduce free choice during recess, and/or loss of privileges in the classroom. White copy of the MIR will be given to the student's homeroom teacher before the end of the day so the homeroom teacher can attach it to the agenda book or place in the nightly folder. Teacher who issued the MIR will contact the parents at the end of the day to ask for their assistance and work out a plan to correct these misbehaviors.
- Step 5:** The teacher who issued the MIR will keep the carbon copy until the white copy, signed by the parent, is returned. At that time, the copies are stapled together and given to the homeroom teacher to file in the student folder. If the parent copy is not returned, the teacher documents and gives the carbon copy to the homeroom teacher to file in the student folder.

Student Behaviors Resulting in Major Infractions (Disciplinary Referrals/Long Form) - Major behaviors will be documented on the SCS Disciplinary Referral. Major misbehaviors include but are not limited to the following:

- | | |
|--|--|
| 1. fighting (not self-defense) | 6. bullying, cyber-bullying, harassment, intimidation |
| 2. profanity towards staff/student | 7. gang activity/recruiting |
| 3. threatened/act of violence | 8. criminal offense (alcohol, drugs, weapon, assault) |
| 4. theft/vandalism | 9. forgery |
| 5. repeated or extreme insubordination | 10. obscene/immoral behaviors (comments, touching, gestures) |

How to Submit a Disciplinary Referral Form to the Office - If student misbehavior is major, teacher will complete a SCS Disciplinary Referral (DR) form and send it with witness statements to the office immediately following the incident. **DO NOT WAIT UNTIL THE END OF THE DAY TO BRING THIS TO THE ATTENTION OF AN ADMINISTRATOR.** The teacher may elect to send the student to the office with another student, walk the student to the office, or alert the office to request the help of an administrator. The receiving administrator will conference with the student, teacher, and witnesses, determine appropriate consequences, and provide the teacher with feedback. If an administrator does not contact the parent, the teacher will be expected to contact the parent by phone to share information about the incident and consequences. A copy of the Disciplinary Referral will be sent home with the student. Parents are expected to sign and return the signed copy to school the following day.

Consequences may include: parent/student/administrator/teacher conference, behavior plan, safety plan, counseling, supervised study, in school suspension, out of school suspension, referral to mental health officials, referral to DCS, before/after school detention, and/or Saturday School.

NOTE: Any student who is referred using a disciplinary referral (DR) form to an administrator for disciplinary reasons will automatically receive a "U" in conduct for the nine weeks.

Student Cell Phones - All students are banned from possessing any type of phone or personal communication device that is turned on or in visible/audible use at any time during the regular school day. Possession means being found in clothing, purse, carry bag, or in any location on school property other than the assigned locker. Students who wish to carry a cell phone with them to and from school must keep the device turned off and stored in their backpack in their assigned locker.

Confiscation of Items - Confiscated items include laser pointers, cellular phones, and any other item prohibited by the District. The teacher who confiscates the item will turn in the item to the office and complete a Shelby County School - Confiscation of Item form located in P. Hutchison's office. Unless the District extends the return time of confiscated items because the item or its contents may be evidence of violation of law or policy, the parent may pick up the items at the time and location designated by the principal/assistant principal at the close of the next school day following the day that the parent received notification of

confiscation or earlier at the principal's discretion. Thereafter, the parent may pick up the device by appointment. The district does not take responsibility for confiscated items and will not compensate the owner for any lost, stolen, or damaged confiscated items while in the custody of the district.

Students may lose privileges including, but not limited to loss of classroom privileges, loss of extracurricular, athletic or other school-wide privileges, and privileges restricted by the principal.

Bullying - Student harassment, intimidation, bullying or cyberbullying will not be tolerated. These acts interfere with a student's educational benefits, educational opportunities, or educational performance and take place on school grounds, at a school activity, on school-provided transportation, or at school bus stop and has the effect of:

- a. Physically harming a students or damaging a student's property;
- b. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- c. Causing emotional distress to a student or students; or
- d. Creating a hostile educational environment.

Alleged victims should report these incidents **immediately** to the principal or assistant principal. Any reports made to staff should be forwarded immediately.

Gang Prevention, Intervention, and Enforcement - Gang-related activities at school, school activities, and school-sponsored events are prohibited. Gang prevention counseling is mandated prior to returning to school for students disciplined for gang-related activity. Partnerships with law enforcement personnel and community organizations to eliminate gang activity will be formed.

Alcohol and Drug Use – Students shall not consume, possess, use, purchase, sell, distribute, or be under the influence of tobacco products, illegal drugs, or alcoholic beverages at school.

Bus Misbehavior - Parents must sign a copy of SCS Transportation Rules in order for their children to be eligible to ride a SCS bus. Students must comply with the rules: otherwise, they face permanent suspension from the bus. Bus suspension will be based on the seriousness of the offense or the 3rd bus write-up. Parents then will be responsible for transporting their children to and from school.

Supervised Study (SS) - An administrator will determine if and when a student is placed in SS. SS is proactive in nature and allows students to remain in the educational environment (i.e., temporarily placing student in another teacher's class, office, or in ISS for a particular length not to exceed 24 hours). Student is expected to complete all assignments provided by the teacher while in SS.

In-School Suspension (ISS) - An administrator will determine if and when a student is placed in ISS. Good, sufficient reasons for ISS include, but are not limited to behavior that adversely affects the safety and well-being of other students, disrupts a class or school activity, prejudicial to good order and discipline occurring in class, during school activities or on school campus. Parents will be notified if students are placed in ISS through the disciplinary referral form or a phone call.

Out of School Suspension (OSS) – These suspensions vary in length from overnight to 10 days. It is not the intent of the system to remove students from the school society for first-time or for minor violations. Therefore, suspension from school should be used with caution and only in appropriate cases. A behavioral intervention plan shall be developed for students who accumulate more than 5 days of suspensions during the school year. Multiple suspensions shall not run consecutively; nor shall multiple suspensions be applied to avoid expulsion from school.

The teacher who referred the student for a misbehavior incident will contact the parent/guardian at the end of the school day regarding the suspension. The parent will be informed of events leading up to the suspension, the period of time for the suspension, and the date and time of the mandatory suspension clearance meeting. If contact with the parent/guardian cannot be made, the student will remain at school until dismissal time except in cases of police arrest or an emergency, such as when the student's continued presence poses danger to person or property in the school or an ongoing threat of disrupting the academic process. Students on suspension must not be permitted to set foot on school property, attend class, take exams, or participate in school activities while under suspension.

IX. STUDENT ATTENDANCE AND GRADES

Student Attendance Data - Student attendance in public schools means money to school systems; therefore, documenting attendance is an important task that teachers must take seriously. The GOS will be working closely with the principal to make sure that attendance (PowerSchool and paper) is reported by 9:00 a.m. each day and that attendance data is 100% accurate. When students return notes for their absences, please send the note to the office with the teacher's name on the same day that the note arrives at school. These are kept in the office for future reference.

Student – Regularity of Attendance - The Shelby County Board of Education believes that regular attendance is a necessary requirement of all students and that any student with the maturity and interest should be included in some phase of the school program. All students are expected to attend school on each day that school is officially in session. Only the following reasons will be considered for excused absences:

1. Illness or hospitalization of student. The District may require a parent conference and/or physician verification to justify absences after the accumulation of ten (10) days of absence during a school year. Notes must be date specific and will be required for subsequent absences beyond ten (10) days.
2. Death or serious illness within the student's immediate family.
3. When the student is officially representing the school in a school sponsored activity.
4. Special and recognized religious holidays regularly observed by persons of their faith.
5. Legal court summons not as a result of the student's misconduct.
6. Extenuating circumstances over which the student has no control as approved by the principal.
7. If a student's parent, custodian or other person with legal custody or control of the student is a member of the United States Armed Forces, including a member of a state National Guard or a Reserve component called to federal active duty, the student's Principal shall give the student:
 - a. An excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student is deployed;
 - b. An additional excused absence for one (1) day when the student's parent, custodian or other person with legal custody or control of the student returns from deployment; and
 - c. Excused absences for up to ten (10) days for visitation when the student's parent, custodian or other person with legal custody or control of the student is granted rest and recuperation leave and is stationed out of the country.
 - d. Excused absence for up to ten (10) days cumulatively within the school year for visitation during the deployment cycle of the student's parent, custodian, or other person with legal custody or control of the student. Total excused absences under this section c and d shall not exceed a total of ten (10) days within the school year. The student shall provide documentation to the school as proof of the deployment of the student's parent, custodian or other person with legal custody or control of the student. Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

Students receiving an excused absence under this section shall have the opportunity to make up school work missed and shall not have their class grades adversely affected for lack of class attendance or class participation due to the excused absence.

A written statement within two (2) school days of the student's return to school shall be required from the parent or guardian explaining the reason for each absence. If necessary, verification is required from an official source to justify absences. All absences other than those outlined above shall be considered unexcused. Any administrative decision regarding attendance may be appealed to the department responsible for student services or the Superintendent's designee.

Make-Up Work - In the event of an excused absence (including suspension), students are expected to make up work missed within a reasonable time. In the event of an unexcused absence, one day of makeup time shall be allowed for each day of unexcused absence. A student with an unexcused absence must submit a written request to the teacher to make up the work and must participate in an appropriate intervention (e.g., student or parent conference with the teacher, online tutorial, other appropriate intervention determined and scheduled by the teacher).

Student Unexcused Absence Procedures - If a student is absent without an approved excuse, the school must use school-based procedures as well as appropriate interventions to encourage regular school attendance. The following attendance procedures shall be used:

- a. First two (1st and 2nd) unexcused absences – documented phone calls to parents/guardians on the first and second day of the first two days of an unexcused absence.
- b. Third (3rd) unexcused absence – warning letter to parents/guardian informing them of the truancy laws and consequences of noncompliance and requesting a parent/teacher conference.

After the student's fifth unexcused absence, the first official letter from the District Attorney's Office will be automatically generated by the district and sent to the parents/guardians informing them of their noncompliance with compulsory attendance laws, the consequences of failing to comply, and that their presence is requested at a meeting of the SART. SART is designed to identify the cause(s) of the unexcused absences in order to bring the parent/guardian and student in compliance with attendance laws.

The SART team must develop a Parent/Student Action Plan (PSAP) to address the cause(s) and identify interventions. The plan will be signed by all members and monitored. After 10 or more unexcused absences, the final letter from the District Attorney's Office will be sent to the parent/guardians requiring them to bring their child to a mandatory meeting of the communitywide Student Attendance Review Board.

SART – Student Attendance Review Team - The team is designed to identify the cause(s) of the unexcused absences in order to bring the parent/guardian and student in compliance with attendance laws. SART should consist of the school counselor, school social worker, principal or designee, general office secretary in charge of attendance, parent/guardian, an advocate representing the student such as a teacher of the student's choosing, and the student. It is preferable that all members attend the meeting.

Student Tardiness and Early Releases - Students are tardy if they arrive after 8:15 a.m. If tardy, a parent must sign students in at the school office. The student will be given a pass denoting a tardy to give to the homeroom teacher. These passes should be kept on file in the student folder.

Parents who wish to pick up their children before afternoon dismissal will need to sign their children out in the office. If a student checks out of school prior to 11:46 a.m., they will be counted absent for the day. If a parent checks a child out before 3:15 p.m., it will be counted the same as a tardy and marked excused or unexcused.

Students shall be permitted the opportunity to make up all work and classroom tests (or their equivalent) missed as a result of an excused or unexcused absence. All work and tests for both excused and unexcused absences should be made up as soon as possible after the student returns to school, but no later than a week after the student returns to school. If a student fails to make up the work and tests, the deficiencies shall be averaged with the other grades. Each makeup work assignment for unexcused absences shall be marked down one letter grade.

Student Check-out Policy - Students will not be released to anyone other than their parent, legal guardian or someone designated by the parent as an emergency friend. **Parent ID must be provided.** All parents must first report to the office to check out a student. Then the student will be called to the office. Students will not be checked out after 2:30.

PowerSchool & Gradebooks - Teachers are expected to enter grades in PowerSchool two grades per week for every subject. Grades should be current at all times. Averages in PowerSchool will be the grades used for students who withdraw. Every teacher is also expected to have a hard-copy of their gradebook that will be turned in at the end of the year. Power School grades will be monitored regularly by administrators.

Grading System - Grades K-5 - The grading system for Shelby County Elementary Schools in accordance with the Tennessee Uniform Grading System establishes the grading system for grades kindergarten through fifth grade. Two (2) report cards are used in grades K-5; (1) for kindergarten; (1) for grades 1-5. Teachers should refer to the appropriate card for an explanation of the grading system for each level.

Kindergarten Grading System - The kindergarten report cards show progress toward the state standards. The grade level standard is set by the state and indicates what a student should know and be able to do. Students are evaluated based on their progress toward meeting benchmarks for each standard. This is indicated by mastery or non-mastery for each skill. Report cards are sent home at the end of each nine-week term

Grades 1-5 Grading System

1. In all schools, students' conduct is graded as "E", "G", "S", "N", or "U" and is to be reported at each grading period on the report card. Self-contained classes receive one homeroom conduct grade. Individual subject classes each give a conduct grade.
2. The basic grading system for knowledge subject area is expressed by the letters "A", "B", "C", "D", and "F" with the following numerical values except for 1st grade science and social studies which will be expressed by the letter "S" or "N".

A = 93-100 B = 85-92 C = 75-84 D = 70-74 F = Below 70
Plus and minus evaluations are not to be added to letter grades.
The numerical values listed are for teacher use only.

3. Report cards are issued to parents at the end of each nine-week term.
4. In grades 1-5 Integrated Language Arts and Math, a minimum of twelve grades per subject per nine-week term should be recorded for every student. For all other subjects in grades 1-5, a minimum of 9 grades per nine-week term should be recorded. Fifty percent of the required grades must be earned and recorded by the interim of the nine-week term.
5. Semester grades for grades 1-5 are determined by an average of grades for each of the two nine-week terms. Standardized tests should not be used as the sole measure for passing or failing. NOTE: Semester examinations are not given in grades 1-5.
6. Final Grade - This grade is determined by averaging the two semester grades.
7. A student's academic grade is solely intended to reflect the student's acquired knowledge, ability, and/or skills in the designated subject. Therefore, academic credit / points may not be awarded or deducted for any purpose that is not directly related to the student's academic performance. For example, academic credit / points may not be awarded as an incentive to participate or achieve a certain goal in a school fundraising event. Academic credit / points may not be deducted for failure to purchase certain brands or types of school supplies. A reasonable number of academic points may be deducted from a student's academic grade for failure to submit homework or other assigned academic work on the date specified by the teacher.
8. Parents are to be notified within a report card period when a student is not doing acceptable work. Parent-teacher conferences should be held for gaining parental support in an effort to improve student performance.

It is the teacher's responsibility to find learning opportunities to make each student successful. All students regardless of their ability should have success during a school day. Each student should be given the majority of their work on their performance level.

Rules for Thought:

- If a student elects not to or fails to complete an assignment/project when given the opportunity, that student should receive a "0" on that assignment and a "0" should be recorded. Parent should be notified by the COB.
- If a student does not complete a major assignment/project on time, that student should be allowed to turn it in late but have the recorded grade lowered by 10 points for each day that it is late . . . up to three days. A 70 is better than a 0. After the fourth day, the earned grade will be a 0. Parent should be notified.
- After a student has done his or her best and the grade is still a 50 or below after strategic interventions and opportunities to do again, the recorded grade will be a 50 and the earned grade will stay on the assignment.

Quarterly Grades - Teachers of reading, math, science, and social studies will be required to weight quarterly grades using the following percentages:

- 10% - homework
- 10% - 1 major project per quarter in reading, math, science, and social studies
- 40% - assessments to include mid-module, end of module, common assessments, chapter/unit tests
- 40% - classwork to include exit tickets, daily grades, participation grade

District Progress Reports - At designated intervals, every student will receive a computer generated progress report. Parents are expected to review, sign, and return these progress reports to the homeroom teacher and will be kept on file in the student folders.

Progress Reports - Deadlines and Protocol

- SPED teachers submit grades to the classroom teacher by noon on Monday - 2 days prior to progress report period ends.

- Enrichment teachers enter grades by noon on the Tuesday - 1 day prior to the progress report period ends.
- Classroom teachers are entering grades throughout the grading period.
- Classroom teachers denote SPED grades in comments sections as “grades modified” per SPED teacher and IEP-at-a-glance.
- L. Ueal prints a homeroom set of progress reports on Thursday following the progress report period ends and place them in the homeroom teachers’ mailboxes. Homeroom teachers must carefully proof progress reports by checking for grades - every subject, conduct for every subject, and attendance.
- For progress reports that contain errors, write the correction directly on the progress report(s) in red ink, make the changes in PowerSchool, and submit the progress report(s) that need to be reprinted on the top of the stack of all progress reports in teacher’s blue folder by noon on Friday and return back to L. Ueal. If no corrections are necessary, keep the progress reports until distribution.
- L. Ueal then reprints the revised progress reports and returns all progress reports in the blue folders to the homeroom teacher by placing them in teacher mailboxes. Progress reports are issued on dates established by SCS.

Report Cards – Deadlines and Protocol

- SPED teachers submit grades to the classroom teacher by noon on Wednesday – 1 week prior to report cards issued.
- Enrichment teachers enter grades by noon on Wednesday - 1 week prior to report cards issued on the next Wednesday.
- Classroom teachers are entering grades throughout the grading period.
- Classroom teachers denote SPED grades in comments section as “grades modified” per SPED teacher and IEP-at-a-glance.
- L. Ueal prints a homeroom set of report cards on Thursday following the report cards period ends and place them in the homeroom teachers’ mailboxes. Homeroom teachers must carefully proof report cards by checking for grades for every subject, conduct for every subject, and attendance.
- For report cards that contain errors, write the correction directly on the report card(s) in red ink, make the changes in PowerSchool, and submit the report card(s) that need to be reprinted on the top of the stack of all report cards in the teacher’s blue folder by noon on Friday and return back to L. Ueal. If no corrections are necessary, keep the report cards until distribution.
- L. Ueal then reprints the revised report cards and submits all report cards in the blue folders to Patton. Report cards are reviewed by Patton, K. Carter, and C. Conner. After review, blue folders are placed in mailboxes. Report cards are issued on dates established by SCS.

IEP Progress Reports - Reports are due to Dr. Patton for review prior to report card issued dates.

Homework - Homework is defined as meaningful and quality work assigned to students to be completed during non-instructional hours. Homework helps students develop self-discipline and a feeling of self-satisfaction and accomplishment. Homework does not have to be a written assignment, and it does not have to be graded by the teacher. However, students are more likely to complete homework if they always receive some type of feedback. Policy requires homework at each grade level. Homework counts as 10% of the nine week grade in grades 1-5.

During a typical week, the total time for completion of homework assignments should not exceed the following:

- Kindergarten - 5 to 10 minutes per day
- Grades 1 – 3 – average of 5 – 30 minutes per day
- Grades 4 – 5 – average of 30 – 50 minutes per day

For students who are absent for more than two (2) days, homework requests may be made in the morning to be picked up the next morning. When the student returns to school he/she will be allowed one day per day of absence to make up the work. Make-up work is done at the teacher's discretion upon the student's return to school.

Honor Roll - Quarters/Semesters - At the end of each nine week grading period, teachers list the names of their honor roll students on form – Honor Roll Students. Certificates will be awarded for Principal’s, Teacher’s, Citizenship, and Perfect Attendance. This form is due to principal each quarter.

Principal's List

All A's in academic subjects

E's in all special subjects (physical education, computer, music, art)

E's in conduct and work habits

Honor Roll

A's and B's or all B's in academic subjects - no grade lower than a B
E's or S's in special subjects (physical education, computer, music, art)
E's or S's in conduct and work habits

High Citizenship

All E's in conduct areas and work habits

Citizenship

E's or S's in conduct areas and work habits

Perfect Attendance

No absences, tardies, or early check-outs

Other Awards - created by grade level

Honor Roll - Semester – At the conclusion of each semester, grade K-5 will have an honor roll program to which parents are invited. Ribbons are awarded based on criteria identified.

Transfer Data - When a student advises the teacher that he/she is moving or is leaving the city, the student should be referred to the office so that the information can be confirmed and a Withdrawal/Transfer Data form can be completed. Grades in PowerSchool will be utilized as the transfer grades. When a textbook has not been returned by the student, the teacher is to write “No” in the column “Textbook Returned”; list the full title of the missing textbook and the amount owed at the bottom of the form. The teacher and media specialist must sign the form.

Transfer forms should be returned to the office and textbook information is posted – never give the form to the student. The office will give the necessary forms to the student at the end of the school day.

Student Cumulative Records - Cumulative records are locked in the file cabinet in the main office. Teachers do not have open access to these files. The GOS will be responsible for retrieving records for teachers upon request. A log will be kept to designate the checkout and check-in date and time of each file. Initials will be required. Absolutely NO records leave the office area unless approved by an administrator or a member of the office staff and are officially checked-out.

Student SPED – Resource/Functional Skills/Speech/OT/PT/CLUE Records - All teachers are required to review students' SPED records during the first week of school. SPED records are locked in the file cabinet in the main office. SPED teachers are responsible for their files. The principal will monitor a log that designates the checkout and check-in date and time of each file. Initials will be required. Absolutely NO records leave the office area unless officially checked-out.

X. PARENTS

Positive Parent Contacts – In keeping with our responsibility to build positive relationships with families, every child must receive a positive parent contact the first week of school and throughout the year to build those nurturing relationships. Teachers will use the Parent Contact Log to document. Continue to work with parents and families to build positive relationships.

Classroom Phone Use - The classroom phone is to make the process of conducting school business more efficient. Classroom phones are intended for use by teachers; however, students may use phones as long as the reason is school-related business and the teacher is present during the call. If a student is sick, please do not call the parent using a cell phone or a classroom phone to ask the parent to come pick the student up. Instead, send the student to the office with a clinic pass and the office staff or nurse will call the parent.

When you call a parent during school hours using the classroom phone, always leave your name, the school name, school phone number, and a brief message. It is very difficult to field phone calls from parents when they call the office and want to know who called them from the school.

When a teacher receives a phone call via the school office (416-3924), the office staff or administration will take a message and contact the teacher in the event of an emergency; otherwise, the message is placed in the mailbox.

Handling of Parent Concerns and/or Complaints - Our belief is that every person should be treated with dignity and respect. This includes all stakeholders – students, parents, guardians, office staff, faculty, and visitors. While it is our goal to have a school environment that is pleasant and complaint-free, we know that concerns arise from time to time in every organization. Schools, with our various constituents, are no different. Therefore, parent and other stakeholder concerns are very important to us and can often be addressed or resolved very quickly.

When parents come into the office and the person they wish to see is not available, they will be asked to complete a Keystone Concern Form. This form will be given to the person who they wish to see. That person will be expected to respond to that parent within 24 hours. If the parent concern is an urgent one, the administration will make every effort to assist them.

Wednesday Folders - Communication with parents always pays big dividends. Parents want and deserve some type of weekly communication from teachers. Blue folders will be used as outlined.

School Messenger - *School Messenger* is a communication tool that the school will use to communicate with parents through phone, text, and email.

PowerSchool for Parents - This is a parent portal which allows parents online access to assignments and grades.

Parent Contact Logs - A Parent Contact Log must be kept by every classroom, SPED, and Enrichment teacher. It is to be turned in at the end of each grading period. A Parent Contact Log protects you and the school from liability. Document all conversations, both positive and not so positive, about student grades and behaviors. These will be stored at the end of the school year. See Parent Contact Log.

District Scheduled Parent – Teacher Conferences - Thursday, September 19, 3:30-6:30, and Thursday, February 13, 3:30-6:30 p.m., are district scheduled parent – teacher conference days. Teachers' conference schedules will be shared with administration prior to the conference date.

Parent-Teacher-Student Conferences - Teachers must make every effort to conference with a parent who requests one; however, the instructional day (8:00 until 3:30) will not be interrupted unless the administration grants permission. If parents wish to conference with a teacher, the parent should call, write a note in the agenda (grades 2-5), or send a note (PreK-5) asking for a conference. It is the teacher's responsibility to contact the parent within 24 hours and set a time for the conference. The principal, assistant principal, and/or the school counselor will be happy to sit in on parent conferences as requested by teachers. Teachers are encouraged to set meetings before school – prior to 8:00 a.m. – and after school – 3:30 p.m. or later.

If a student begins having academic or behavior issues, it is the responsibility of the teacher to immediately schedule a conference with the teacher(s), parent, student, and possibly the counselor and/or principal or assistant principal. The student should be present for the conference. Again, it's best not to wait!

When a teacher decides to conference with a parent, a phone call and/or note home, preferably in the agenda, should be sent requesting a formal conference. If teachers make two (2) attempts to have a parent conference and the parent does not follow through, inform the principal and letters will be sent from the principal in an attempt to assist with this.

The Parent Contact Log should be used to document all parent contacts (in person, phone, or e-mail) and/or requests for conferences regarding academics, behavior, and/or attendance. Remember these contacts should be for both positive and negative situations. Notify a student's parents immediately when there is a significant grade change, such as an "A" to a "C" or a "C" to an "A". Conference with parents if a child has a low "C", "D", or "F" on Student Academic Deficiency Notification – Form /progress report.

Office staff will not schedule conferences for teachers. Teachers are expected to schedule their own parent-teacher-student conferences. During conferences, complete the Parent Conference Form. See Parent Conference Form. Give a copy to the parent and keep a copy on file in the student folder.

XI. UNIFORM POLICY

Students shall dress in a manner that meets reasonable standards of health, cleanliness, modesty, and safety and is not detrimental or distracting to the school environment. All students in Shelby County Schools are required to wear school uniforms.

Tops (shirts, blouses) must be white, navy, and gold (yellow) with collars and sleeves and any Keystone Elementary t-shirt.

- Acceptable styles include Polo or golf-style shirts, Oxford or button-down dress shirts, turtlenecks, and white blouses with Peter Pan collars.
- School sponsored or SACC (Keystone School Age Child Care - After Care) shirts/T-shirts are acceptable.
- Long sleeves and short sleeves are both acceptable.
- Sleeveless tops are NOT acceptable.
- T-Shirts may be worn as undergarments; however, they must be solid white - no other colors are allowed.
- Bras must not show through shirt. (no colors)
- All uniform clothing must be plain without any manufacturer's logos, brand names, pictures or insignias visible on the clothing.
- Navy, black, or white vests, sweaters, and sweatshirts are permitted to be worn over the uniform top.
- Any color cardigan, sweater, or light weight jacket may also be worn.
- Students may wear jackets with hoods, but hoods are not allowed to be covering student's head at any time while on campus.
- Official Keystone Club shirts may be worn on club meeting days or for special events.

Bottoms (pants, walking shorts, skirts and jumpers) must be tan, black or navy blue.

- Pants may be full-length, boot cut or straight-legged, cargo, straight-legged Capri pants, cropped pants, and knee-length walking shorts.
- Tight pants, baggy pants, or denim (black or blue) jeans are NOT acceptable.
- Skirts, skorts, or jumpers MUST be knee-length or longer.
- If leggings or tights are worn under a skirt they must be uniform colors (solid navy, black, tan, or white) and the skirt must still be knee length or longer.
- If belts are worn, they must be fitted at the waist with no oversized buckles.

Shoes:

- No heels higher than 1 ½ inches.
- Athletic or tennis shoes, as well as boots, are acceptable. (Wheels must be removed from wheelies, and lights on shoes must be turned off.)
- If sandals are worn, they must have a heel strap.
- Tennis shoes are to be worn on physical education days.

Socks (leggings or tights) must be a solid uniform color: white, navy, tan or black.

Heavy coats, heavy jackets, and raincoats are not covered by these regulations and are not to be worn during the school day.

Students are prohibited from wearing clothing, apparel, or accessories that denote a student's membership in or affiliation with any gang associated with criminal activities. The administration has the authority to place restrictions on the Basic Uniform for safety reason including gang-related activity.

Consequences for Uniform Violations - Homeroom teachers are required to enforce the SCS school uniform policy. Our school staff has elected to interpret and enforce the policy as described in this document. Conduct for the day will be lowered by one level if there is a uniform violation. Hoods are not to be worn in the building.

Student Backpacks - In order to provide for the safe transportation and comfort of all students, we ask that the size of backpacks be limited to one that can be easily handled by the student. Backpacks should not be so large that students can't pick them up and hold them in their laps if needed. No oversized backpacks or book bags with wheels. They do not fit in school lockers.

XII. FINANCIAL INFORMATION

All financial operations of the school are handled through Teleton, financial secretary, under the direction of the principal. Financial operations are conducted in strict accordance to school district auditing practices and policies and are subject to audit at any time.

Instructional Funds - All regular classroom teachers receive \$100 each year for instructional materials and supplies for your room. The other \$100 will be pooled and used to help pay for the copier and paper. All support teachers and school counselors receive \$75 per year for room supplies. All instructional monies must be spent by March 15th. Every teacher is to keep an accurate account of their instructional money. Remember

to include all board warehouse orders. See Classroom Instructional Fund Sheet to assist in keeping accurate records of spending. All materials purchased with instructional funds are school property.

Receipting Funds - Teachers are to collect money from students when school opens each morning. Write one receipt per students, breaking down the amount paid for each activity. (example: \$1 workbook; \$1 fieldtrip). Arrange money in a neat bundle and put money only in a large envelope in your receipt book. This will be used to verify the amount of money that reached the office. Send or bring the money and receipt book to the office by 9:00 a.m. P. Hutchison will receipt the money you have sent, and put your receipt book and money envelop in your mailbox. It is very important that you follow the number sequence in writing receipts.

The only exception regarding receipts involves pictures and lunch money. Receipts are not written for school pictures. The photographer provides a special envelope for you to record the names of the students buying pictures. This envelope is also sent to the office in your money envelope. The cafeteria receipts lunch money.

DO NOT leave money unattended at any time. Do not leave money in your desk. Receipt all money daily. NEVER keep school funds overnight. It is imperative that strict attention is given to accurate receipting and depositing of school funds. Teacher receipt books are audited each year by the Division of Internal Auditing. These books must be protected from being misplaced or stolen.

Requisitions - Money spent without prior approval will not be reimbursed! No Exception!! Dr. Weedon must approve all requisitions for materials and supplies. Do not charge any item to the school that has not been approved by the principal. You may charge at the Knowledge Tree and the Learning House only if prior permission has been granted via a SCS School Activity Accounting Request/Bid Form (see Faculty Handbook) and a purchase order has been issued by Teleton. The pink receipt must be submitted to Teleton immediately after charging the items.

All items purchased with school money must be used for instructional purposes and must remain at Keystone. All instructional materials money must be spent by Winter Break.



I acknowledge receipt of, or electronic access to, my personal copy of Keystone Elementary Faculty Handbook. I hereby agree to abide by standards, policies and procedures defined or referenced in these documents.

I understand and shall abide by the following:

- The information provided in the faculty handbook does not cover every SCS policy or procedure and is subject to change.
- I accept responsibility for reading and abiding by any changes or updates that may occur in the faculty handbook due to district policy and mandates.
- Shelby County Board of Education reserves the right to modify, interpret, add to or discontinue any of the policies which can modify requirements and expectations in the faculty handbook.
- My supervision has and can provide me with specific information concerning policies and procedures that I am to follow in my schools as I fulfil my employment duties.
- I accept responsibility for calling in all absences on the Districts Employee Attendance Management System and understand that failure to do can lead to disciplinary measures.
- I understand my job duties and accept the responsibility of providing services outline in my employment description.
- I understand all work rules, procedures, and protocols.

Employee Print:

Employee's Signature

Date:
