

# **Colonial Middle School**

## **Faculty Handbook**

### **2022-2023**



## **Colonial Middle School**

**1370 Colonial Rd**  
**Memphis, TN 38117**  
Phone: 901-416-8980  
Fax: 901-416-8996

**Kamiah Turner, Principal**  
**Jeanine Evans, Assistant Principal**  
**Desmond Hendricks, Assistant Principal**

I acknowledge receipt of the 2022-2023 [Colonial Middle School Faculty Handbook](#).

I understand that I am responsible for implementing and following the policies, procedures, and curriculum plans of Memphis Shelby County Schools and Colonial Middle detailed in the CMS faculty handbook, Memphis Shelby County Schools' policy manual and website, Memphis Shelby County Schools Emergency/Inclement Weather Temporary Telework Agreement for Virtual Instruction/Student Support, along with MSCS Guidelines for Instruction. I understand my responsibilities in accordance with the TEM rubric.

I also understand that I should be familiar with the MSCS parent/student handbook.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

## Accidents/Medical Emergencies

**Students – If a student under your supervision has an accident/injury or a medical emergency, contact the office immediately. Complete an Accident Report signed by the principal on the day of the accident/injury/incident and make contact with the child’s parent/guardian.** The Accident Report is filed with the Financial Secretary on the day of the incident and can be obtained from any Main Office staff.

**Faculty/Staff – Medical emergencies and on-the-job accidents involving injuries or possible injuries to staff must be reported to the office immediately.** Notify the administration immediately to assist employees during medical emergencies or suspected injuries. An On-the-Job Injury report must be completed and signed by the principal on the day of the accident/injury/incident and filed with the Financial Secretary.

## Administering Medication

Under no circumstances are teachers to administer prescription or nonprescription medication to students. The Medical Records Clerk or Nurse only administers medication with proper medical documentation and parental/guardian consent.

## Administration

Name	Title	Contact	Information you need to know
Kamiah Tuner	Principal	<a href="mailto:turnerk1@scsk12.org">turnerk1@scsk12.org</a>	<ul style="list-style-type: none"><li>• Call/text for absences</li><li>• TEM Observations</li><li>• All employee relations</li></ul>
Jeanine Evans	Assistant Principal	<a href="mailto:evansjc@scsk12.org">evansjc@scsk12.org</a>	<ul style="list-style-type: none"><li>• Call/text for absences</li><li>• CAPA content lead</li><li>• Discipline</li><li>• TEM Observations</li><li>• RTI2-A</li></ul>
Desmond Hendricks	Assistant Principal	<a href="mailto:hendricksd@scsk12.org">hendricksd@scsk12.org</a>	<ul style="list-style-type: none"><li>• Call/text for absences</li><li>• Social Studies Content Lead</li><li>• Discipline</li><li>• TEM Observations</li></ul>
Rosemary Byrd	Instructional Facilitator	<a href="mailto:byrd@scsk12.org">byrd@scsk12.org</a>	<ul style="list-style-type: none"><li>• ELA Content Lead</li><li>• TEM Observations</li></ul>
Treena Guyton	Instructional Facilitator	<a href="mailto:guytonk@scsk12.org">guytonk@scsk12.org</a>	<ul style="list-style-type: none"><li>• Science/STEM Content Lead</li><li>• TEM Observations</li></ul>
Angela Wright	Instructional Facilitator	<a href="mailto:wrighta4@scsk12.org">wrighta4@scsk12.org</a>	<ul style="list-style-type: none"><li>• Math Content Lead</li><li>• TEM Observations</li><li>• Materials &amp; Supplies</li></ul>
Temeka McKinney	Optional School Coordinator	<a href="mailto:mckinneys@scsk12.org">mckinneys@scsk12.org</a>	<ul style="list-style-type: none"><li>• Optional School Strategic Plans</li><li>• CAPA compliance</li></ul>
Tivian T Bernard	Professional School Counselor – 8th	<a href="mailto:bernardtt@scsk12.org">bernardtt@scsk12.org</a>	<ul style="list-style-type: none"><li>• Counseling Services</li><li>• 504/SRT</li></ul>
Karyana T Cunningham	Professional School Counselor – 7th	<a href="mailto:cunninghamkt1@scsk12.org">cunninghamkt1@scsk12.org</a>	<ul style="list-style-type: none"><li>• Counseling Services</li><li>• 504/SRT</li></ul>
TeNeal Clark	Professional School Counselor - 6th	<a href="mailto:clarkt@scsk12.org">clarkt@scsk12.org</a>	<ul style="list-style-type: none"><li>• Counseling Services</li><li>• 504/SRT</li></ul>
Tiffany Smith	Financial Secretary	<a href="mailto:smithtm@scsk12.org">smithtm@scsk12.org</a>	<ul style="list-style-type: none"><li>• Pin number for copier</li></ul>

			<ul style="list-style-type: none"> <li>• Trip Request</li> <li>• Receipt Book</li> <li>• Keys</li> <li>• Money for supplies</li> </ul>
	General Office Secretary		<ul style="list-style-type: none"> <li>• Cumulative Records</li> <li>• Grade Verifications</li> <li>• Grade Book and Power Teacher printouts</li> </ul>
	Secretary		<ul style="list-style-type: none"> <li>• Raptor Sign in/out Faculty and Visitors</li> <li>• Attendance</li> </ul>

### Allergy Plan/Healthy School Team

CMS is proud to promote healthy food and life choices for its students, faculty, and community. Students with a variety of health needs and allergies, some fatal, attend CMS. Parents, guardians, substitutes, and visitors **must have prior approval before bringing any edibles** into the school for distribution to children. Parents, guardians, and visitors should consider healthy, fun, educational activities when planning events, incentive parties, and birthday or school functions with teachers and staff.

### Animals

Always obtain permission from Administration before bringing any animal on campus.

### Announcements

**AM – An 8:15 a.m. bell signals the start of the CMS school day.** Shortly after, morning announcements commence, including the Pledge of Allegiance, Patriots Expectation Pledge, Thought for the Day/Words of Wisdom, and any necessary information. All adults and students listen attentively to morning announcements.

**PM –A 3:15 p.m. bell signals the end of the CMS school day.**

All afternoon announcements are made before the commencement of afternoon dismissal.

Every effort is made not to disrupt instruction during the school day with announcements/all calls. School-wide announcements occur only when necessary and with Administrator approval between the hours of 8:15 a.m. and 3:15 p.m.

### Approval

**ALL documents shared with parents (newsletters, calendars, agendas, curriculum/discipline plans, etc.) require principal approval.** Please email the documents for approval and return them at least a week in advance. Copies of documents to your principal are often used for reference when analyzing instructional practices and collaborating with parents and coworkers.

A hard copy of all documents shared with parents must be placed in a binder that is housed in the main office. Activities involving outside speakers, presentations, classroom visitors, and events deviating from standard classroom instructional practices require principal approval.

Mass email messages to CMS staff must be approved by the principal before send out.

## Arrival See Sign In/Sign Out

- Teachers should report to their early morning posts on their **designated days** (see schedule) **by 7:45 a.m.**
- Staff may enter and exit the building through the school's front doors upon morning arrival and afternoon departure.
- **The school day begins for students at 8:15 a.m. and ends at 3:15 p.m.**
- Teachers must sign in daily by 8:00 a.m. and stand at their door or in the hallway every morning to greet students.
- Students' mode of transportation will be listed on their information sheet, and parents' written consent must provide all changes. Teachers will walk their students out of the building, and students will not be allowed back in the building.
- Teachers must monitor all students until all of them have left the campus. **Students are not allowed to leave their teacher and go to their siblings' classes during dismissal.**
- Teachers will allow students to use the restroom, get water, and make calls home, etc. before bringing them out for dismissal. **DO NOT** send students to the office to use phones or pick up siblings or for any reason during dismissal.
- **Teachers are required to sign-out no earlier than 3:30 p.m. Teachers may not leave the building before 3:30 p.m. without an administrator's permission.**

## Virtual Addendum

All faculty and staff must log on TEAMS daily by 7:45 a.m.

## Arrival and Dismissal Procedures

**Students arrive between 7:45 and 8:15 am.**

Because of the lack of supervision before 8:00 a.m., children are not permitted on campus unless enrolled in Memphis Shelby County Schools' Extended Learning Opportunities Daycare/Childcare Program.

Breakfast is served from 7:45 a.m. to 8:10 a.m. Students will be dismissed from the cafeteria promptly at 8:10 a.m. by grade level.

**Dismissal begins at 3:15 p.m.**

Students wait in designated areas (for car riders, bus riders) in the building until the bell rings at 3:15 p.m. Students remaining on campus after all buses and car riders have departed campus are to remain in the main office and afternoon assigned administrator. The parent will be contacted and the late departure from school will be documented.

## Attendance/Staff

**Teacher and Paraprofessional absences require advance notice and must be recorded in SmartFind Express. Teachers and Paraprofessionals are responsible for securing substitutes via SmartFind Express and reporting their job # to their assigned administrator. Access to [SmartFind Express](#) is located in EDUGOODIES.**

1. **Absences must be entered no later than 6:15 a.m. on the day of the absence to give a sub a chance to report to CMS at 8:15 a.m.** Subs have a two-hour window to report to a school once they accept a job. The earlier a job is reported, the better the chance it will fill and a sub will report.
2. **A successfully recorded absence in the SmartFind system will issue a job number to be reported to your grade level administrator immediately after receiving it.** An absence recorded during the school day (between the hours of 8:15 a.m. and 3:15 p.m.) is to be emailed immediately to your administrator. Your administrator will forward the information to the Financial Secretary.

3. **An absence recorded outside the school day, after 3:15 p.m., must be emailed to Principal Turner.**
4. **All unplanned absences/emergencies after 7 a.m., personally report to Principal Turner via telephone or in-person (if on campus at the time).**
5. **Planned absences (personal and professional) for several days allow for a pre-arranged sub.** Communicate such situations to Principal Turner to discuss plans and particulars for these situations.
6. **Jury Duty** - All employees granted jury duty leave are paid for regularly scheduled hours.
7. **Leave of Absence** - All employees absent for 10-days or more must file a request for Leave of Absence with Human Resources via PLZ, and a physician's certification must accompany the request. Employees should contact Human Resources to obtain the forms. If a teacher cannot work the entire year, they are entitled to only their sick days earned. Personal leave must be earned before being used as part of leave.
8. **Personal days before or after a holiday** - A written request to take a Personal Day before or after a holiday must be submitted, then approved by the principal. The principal must authorize the use of a personal day on a mandated test date.
9. **Resignations** - Teachers are required by law to give a 30-day notice of their resignation or requests for leave.
10. **Unpaid absences** - Teachers requesting to be away from work for any reason other than personal or sick days must submit a written request to the principal stating the reason for the absence and the number of days requested. The principal must approve or deny the request.
11. **Leaving Early Due to Emergencies - (Sudden Illness)** - If a faculty member becomes ill at work, please communicate with Principal Turner immediately.
12. **Leaving Early for a Non-Emergency-** This includes any non-emergency situation such as needing to pick up a child early, personal reasons, unforeseen school-related matters, or taking care of personal business. This does not apply to pre-arranged doctor's appointments that require leaving campus early. All faculty and staff are expected to communicate, in advance, with Principal Turner when scheduling appointments that require leaving work early.

## Attendance/Students

**An official record of attendance is maintained in PowerSchool.**

- Attendance must be entered in Power Teacher at the beginning of every class period.
- Students are marked unexcused for every absence unless they bring a note regarding each absence verifying that it should be EXCUSED. All notes are sent to Mrs. Saulsberry in the main office. Mrs. Saulsberry will verify, initial the note, enter the absence as excused in PS, and keep the note on file in the office.

### **Absence or Tardy Excuses**

- After three (3) consecutive absences or a pattern of irregular attendance, the teacher must contact the student's family to learn the reason for the absence and express the school's concern. Regular, consistent communication with parents and guardians and an effective, efficient data collection/documentation system can positively impact student achievement and attendance. If the teacher is unable to contact the parent or guardian upon attempt, the administration and counselor should be provided with documentation of attempted contacts, including dates and times. The team will determine the next steps, including administrative contact and referral to the school counselor/social worker.
- **If the absence is excused, remind the parent/guardian that a written excuse is required to record the absence as excused within three days of the student's returning to school.** Even though verbal/email contact was made, an absence will be recorded as unexcused unless a written excuse is received and documented. As stated above, a signed note must be received from the parent or guardian. Receipt of notes and communication with the parent is an effort to avoid accumulating any more tardies or unexcused attendance events.
- **Per T. C. A., five unexcused events will result in a referral to Memphis Shelby County Schools Student Services Division for notification to the DA.**  
All students are expected to attend school each day 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 officially represents the school in a school-sponsored activity.
4. Special and recognized religious holidays are 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 absences 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 schoolwork 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 are considered to be unexcused.**

### **Virtual Addendum**

**Student attendance is expected to be captured at the beginning and end of each period. Attendance should be downloaded in TEAMS and inputted into Power Teacher Pro.**

### **Birthdays**

**Parents and teachers must communicate with one another and work together to acknowledge students' birthdays.**

- Birthday parties may not be held at school nor may invitations to parties be distributed at school.
- Parents may communicate with the teacher to arrange to send individual treats, educational and/or health related in nature (i.e., packaged pencils, erasers, books, bookmarks, jump ropes, etc.) to be sent home with each child in the class in recognition of their child's birthday. Teachers and parents are encouraged to create and develop educationally relevant and memorable birthday activities for students.
- Flowers, balloons, or "special deliveries" to students are not to be distributed under any circumstances. If this occurs, we will hold the "special delivery" at the front desk until the student leaves for the day.

### **Board Policy**

**All employees are expected to review [Memphis-Shelby County Schools Employee Handbook](#). Teachers and staff are expected to consult SCSBE Policy as related to their duties and responsibilities and to stay abreast of changes and updates.**



## **Breakfast**

Breakfast is provided at no charge for every student every day.

- Students will eat breakfast in the cafeteria.

## **Bus Transportation**

Teachers review MSCS Bus Rules with students on the first day of school, throughout the first weeks of the school year and revisit Bus Rules as needed upon return from Holidays and extended breaks.

- Encourage responsible, safe bus behavior.
- Bus Discipline should be referred to Mr. Hendricks, Assistant Principal.
- All CMS parents and students sign a copy of the Memphis Shelby County Schools Bus Rules for Acceptable Behavior to be retained by the homeroom/classroom teacher. Should incidents occur, rules need to be reviewed and/or conferences need to be held. The signed rules will be pulled and referenced.
- NOTE - **Activities, projects, presents, etc., considered fragile, made with or containing glass (plates, mugs, bottles, jars, and glasses) may not be transported to or from school on Memphis Shelby County School buses with students.** Such items are a safety risk. Teachers must communicate with parents in advance regarding such projects.
- All bus transportation policy and procedures questions should be referred to Desmond Hendricks, Assistant Principal/Transportation Coordinator.

## **Cafeteria**

The CMS Cafeteria (all MSCS Cafeterias) are cashless, and all students receive free breakfast and lunch.

- Absolutely no money is collected or deposited through the CMS café.

To ensure a safe, pleasurable lunch experience for all students, adhere to the following:

- **Review cafeteria procedures and expectations with students.**
- **Arrive in the cafeteria at the assigned time.** The time listed as your Lunch Dismissal time is the time your students are “lined up and ready” to leave the café. **Be punctual.**
- *Your support with lunch procedures is greatly appreciated. Cafeteria time affects the remainder of the day.*

### **Eating in the Cafeteria**

Teachers should teach their students the expectations for behavior in the cafeteria:

**C**-Calmly enter cafeteria in a straight and quiet line ready to receive your lunch

**A**-All voices should remain at restaurant level; students should remain seated unless asked by an adult to move

**F**- Food should be eaten, not thrown; tables and floors should be left clean

**E**-Exit cafeteria using the **HALL** procedure.

## **Calendars**

See *Attendance and Report Card Periods, Instructional Calendar, Testing Calendar, and Employee Holidays*

**School – Dates for school level events will be shared by the administrative team. All events must be approved by Principal Turner prior to being added to the school calendar.** Please bring any discrepancies/conflicts to the attention of Mr. Turner and/or another administrator.

**District – Access to all district calendars is available here. [Memphis Shelby County 2022-2023 Calendars](#)**



2022 First Semester-82 days			2023 Second Semester-98 days		
<b>BEFORE SCHOOL STARTS</b>			<b>TEACHERS</b>		
July 28 & 29	New Teacher Orientation				
August 1	½ Professional Development Day   ½ Administrative Day	IN			
August 2	Administrative Day	IN			
August 3-4	Professional Development Days	IN			
August 5	Administrative Day	IN			
<b>AUGUST</b>					
8	First Day for Students   1st 9 Weeks Begins				
<b>SEPTEMBER</b>					
5	Labor Day (Teachers Out)				
8	Parent/Teacher Conferences (4-7 p.m.)				
<b>OCTOBER</b>					
7	1st Nine Weeks Ends				
10-14	Fall Break (Teachers Out)				
17	Teachers Return   2nd 9 Weeks Begins				
<b>NOVEMBER</b>					
8	Professional Development Day				
11	Veterans Day (Teachers Out)				
21-25	Thanksgiving Break (Teachers Out)				
<b>DECEMBER</b>					
14-16	1st Semester Exams				
16	1st Semester Ends   2nd 9 Weeks Ends				
19-30	Winter Break (Teachers Out)				
			<b>JANUARY</b>		
			2	Teachers Return   2nd Semester   3rd 9 Weeks Begins	
			16	Dr. Martin Luther King Jr. Day (Teachers Out)	
			<b>FEBRUARY</b>		
			16	Parent Teacher Conferences (4-7 p.m.)	
			20	Presidents Day   Regular School Day	
			<b>MARCH</b>		
			10	3rd Nine Weeks Ends	
			13-17	Spring Break   (Teachers Out)	
			20	Teachers Return   4th 9 Weeks Begins	
			<b>APRIL</b>		
			7	Spring Break II   Good Friday (Teachers Out)	
			<b>MAY</b>		
			24-26	2nd Semester Exams	
			26	Last Day of School for Students   4th 9 Weeks Ends	
			29	Memorial Day (Teachers Out)	
			30	Teacher Administrative Day	
			31	½ Professional Development Day   ½ Administrative Day	
			<b>JUNE</b>		
			1	Professional Development Day	

## Cell Phones/Staff

**In accordance with MSCS Policy 4013, the use of cell phones is not permitted during instructional times.**

- **Personal Cell Phones** - While at work, employees should restrict the use of personal cell phones and other electronic communication devices so as not to interfere with his/her performance of duty, distract others, detract from the district's image, present a safety hazard, or for any other reason deemed inappropriate.
- **Safety Provisions** - The district prohibits the use of cell phones and other electronic communication devices, whether for business or personal use, in conditions that may hinder the educational opportunities of students, endanger the health and/or safety of students, district employees, or others including but not limited to while transporting students, preparing/serving food, operating machinery, and on construction sites.
- **Contact with Students** - District employees shall not contact students via telephone, email, text message, Twitter, social networking websites or other electronic communications, except regarding school related matters and as otherwise authorized by law, Board policy and/or administrative rules and regulations.

## Cell Phones/Students

**All students are banned from possessing any type of phone, or personal communication device turned on or in visible/audible use at any time during the regular school day.** Possession means being found in any article of clothing, purse, book bag, carry bag, or in any location on school property other than the approved storage location as written and approved by school officials. Students who wish to bring a cell phone with them to and from school must keep the device turned off and stored (e.g., kept in the student's assigned locker, automobile, or other school-approved location at all times during the entire school day) unless otherwise determined by the principal. District officials may, if they have reasonable suspicion to do so, search any cell phone brought onto any SCBE property, including but not limited to parking areas.

The school day includes the entire day from the school start time or bell that indicates the start of the school day until the final dismissal time. The school is not responsible for any loss or theft of the device while on school property. A student found in unauthorized possession of any cell phone or communication device during the school day shall have the device taken from them and kept by the school Principal or designee until the parent is notified. The parent may pick up the device at a time and location designated by the principal at the close of the next school day following the day the parent received notification or earlier at the principal's discretion. After that, the parent may pick up the device by appointment.

## Change of Address

The personnel department should be contacted at any time during the year in which a change of address occurs. This is to ensure that all correspondence, benefits information, mailed paychecks, etc., reach the appropriate destinations.

## Child Abuse

Teachers, administrators, and any school staff are required by law to report any suspicions of physical or sexual child abuse. Contact your grade level counselor and administrator should you have any suspicions of either, and the next steps will be determined.

## Classroom Appearance and Arrangement

### **Virtual Learning Environments**

- The terms “remote work location” or “remote workplace” shall mean the Employee’s home-based office or any alternate location approved by the Employee’s supervisor. “Offsite” is a general term to describe any work location other than the “designated office,” which shall mean the Employee’s customary MSCS work address. Worksites and workspaces for remote work must be pre-approved (virtual inspection) by the school principal.
- The Employee must work at the designated classroom, office or other MSCS assigned location when not at the remote workplace.
- Principal Turner must approve all virtual learning environments. If the virtual environment is not approved, the teacher will be required to work inside Colonial Middle School.
- **Bulletin Boards**  
Bulletin boards and wall displays should be changed to clearly reflect current areas of study, standards, and high quality, grade level appropriate learning at all times.
- **Wall Displays**
- Twenty percent of a classroom’s walls can be covered in any flammable material, including paper. Plastic or cloth curtains are not permitted under fire codes. Glue, tape, and hot glue should be used with caution as they strip paint off the walls.
- **Furniture**  
Principal Turner must approve the removal or addition of furniture to any classroom and/or office. CMS adheres to fire code restrictions regarding how much flammable material may be kept in a classroom and our building.
- **Plant Management/Cleaning**  
**Our Plant Manager is Mrs. Jessie M. Murdock.** ServiceMaster provides cleaning services for SCS/CMS. **CMS will have one Day Porter during school hours.** For maximum cleaning benefits daily, place trash cans by the door, stack student chairs, and establish a daily routine with your students to maintain their individual “learning space” and your classroom. Use grade level radios/phone/send a student for assistance if and when cleanup is needed due to student illness or accidents.

## Classroom Celebrations

**Classroom celebration must be approved by Principal Turner.**

## Classroom Rules

**Classroom rules, consequences, and rewards are established, reviewed often, and posted for daily reinforcement and reference.**

- Receive student input regarding classroom rules.
- Agree upon classroom rules.

- Positively state rules and desired behaviors (“Speak kindly and respectfully at all times”) versus that which is NOT allowed (“Do not cuss or insult others”).
- Spend at least the first two weeks of school practicing and reviewing the rules frequently.
- Rules, Consequences, and Rewards are to be communicated among grade level teachers, agreed upon, and similar from class to class, teacher to teacher. Identify commonality in goals and consistency in consequences leading to cohesiveness, team-building, clarity in expectations, and a desire for students to meet them.

## **Collecting Money**

**Funds collected in the classroom will be recorded in a Daily Cash Receipts Book. The teacher will:**

1. Collect funds
2. Complete a receipt for each child
3. Give a copy to the child
4. Submit Receipt Book and funds to the Financial Secretary on the day funds are collected.

*NOTE: The Cash Receipts Book is not submitted if no funds are collected on a given day.*

**In accordance with TN State Accounting Procedures, the following guidelines and procedures apply at all times:**

An adult must complete all collections of funds.

All money must be submitted by 10:00 and may not be kept in classrooms. Auditors require that any funds collected be deposited on the same day.

Petty cash is not kept in the building. Please make it clear to parents and students that change cannot be given or made for any reason.

## **Compulsory Attendance**

**Children between the ages of six (6) and seventeen (17), both inclusive, must attend a public or non-public school.** The principal shall be responsible for the initial placement of students entering school for the first time. A parent/guardian or legal custodian who believes their child is not ready to attend school at the designated age of mandatory attendance may apply to the superintendent (or designee) for a one (1) semester or one-year deferral in required attendance. Any such deferral shall be communicated to the school's principal that the child would have attended. In accordance with the provisions outlined in the state law, the Board may temporarily excuse students from complying with the provisions of the compulsory attendance law.

## **Conferences**

**Parent-Teacher conferences and regular, ongoing communication between home and school are essential components of an effective school model.**

- **Establish rapport with all parents at the beginning of the year by making a positive phone call during the first couple weeks of the school year.** Call every child’s parent/s. Introduce yourself. Connect.
- **Arrange to have conferences in a private setting.** Parents like meeting in their child’s classroom.
- Invite administration to scheduled conferences. The administrator is one more layer of support and an additional team member on everyone’s side. If they cannot attend, provide them with a copy of your conference form after EVERY MEETING. Your administrator wants and needs to be on the same page, wants and needs to be informed, positive and negative.
- **Document all conferences in Bright Bytes.**
- **A conference book/folder is to be retained by each teacher as a point of reference for parent/teacher concerns, conferences, and communication throughout each year.**
- **No matter the purpose of the conference, go into each conference with a plan to say something positive about the child with whom you are meeting.** Put something positive about the student on your conference

form and the things that need to be addressed. Build on the positive. Address the needs in a plan developed by those attending the meeting.

MSCS has designated conference periods for the 2022-2023 school year:

## **Confidentiality**

**Student progress and behavior is private.** Student progress and behavior is a matter discussed between teacher and parent, teacher and student or within the confines of IEP, SI, 504, administrator and/or counselor meetings.

If and when professional discussions are warranted in the best interest of the child, conferences, grade level administrators, parents, guardians, meeting space, times and other appropriate support personnel are always available.

In accordance with Federal Law (FERPA, FAPE, IDEA), students are not discussed in open areas (hallways, dining areas, teacher work areas, public events) or with any school personnel not having a direct interest and/or contact with the student. Student records are not disclosed nor is any information contained within (thus, the above), without the completion of a Memphis Shelby County Schools Release signed by school and the parent.

## **Crisis Plan**

**Tornado, Fire, and Earthquake Evacuation/Procedure sheets are posted on the wall next to the light switch in each classroom in order that substitutes and any visitors to the building locate plans with ease.** Fire Drills are conducted on a monthly basis. Tornado and Armed Intruder Drills are conducted twice per school year. The Memphis Shelby County Schools Emergency Response Manual is in each teacher's black crisis bag to be carried with every class during any emergency drill or true emergency.

## **Cumulative Records**

**Each student enrolled at CMS has a prepared cumulative folder.** The folder includes Test Data cards, academic records from previous schools, TCAP/SAT10 test results, Home Language Surveys, Immunization Records, and legal/custody documents (if pertinent). Only authorized employees are to have access to the cumulative records. Student teachers are not permitted to view cumulative records, and cumulative records are to remain in the main office at all times. Immediately after standardized test scores are received, the necessary information should be attached to the Test Data card.

## **Currently Enrolled Students in SPED**

**Teachers must read SPED students' files at the beginning of the year and sign the RECORD REVIEW form found in the front of the file within students' first two weeks of school.** The child's teachers in the current school year will sign the appropriate page on the IEP to ensure compliance and acknowledgment of accommodations. Files are located in the closet in the main office behind the SPED work desk.

## **Virtual Addendum**

Teachers will receive an email with IEP accommodations for students. A reply is required to be sent to Ms. Boyd and Ms. Quabner as receipt of the documents.

## **Curriculum and Instruction**

**Curriculum Maps:** Curriculum maps in all content areas and all grade levels/courses are posted on the [C&I website, http://www.scsk12.org/ci/](http://www.scsk12.org/ci/). Refer to these curriculum resources in planning and developing instruction for the

upcoming school year. Be reminded that the ELA/Literacy and Mathematics Common Core State Standards are to be fully implemented.

## **Data Meetings**

Interventions, curriculum planning, and best practices will follow in accordance with PLC and data work. Successes and gains will be celebrated, and areas for growth and improvement continuously explored.

<b>PLCs</b>			
<b>Monday</b>	Faculty and PLC's	<b>Wednesday</b>	Collaborative Planning
<b>Tuesday</b>	Data Meeting	<b>Thursday</b>	Additional Collaborative Planning if needed
<b>*Lesson Plans are due by 3:30 pm each <b>Friday</b></b>			

## **Discipline**

**It is the responsibility of the teacher to maintain appropriate control of students at all times, in all areas of the building.** Teachers are the authority figure in the classroom. Effective discipline begins in the classroom and with the teacher. The first days/weeks of school determine procedures, expectations and outcomes for the entire year. The classroom teacher is responsible for students assigned to him/her at all times unless students are under the direct supervision of another teacher.

- Review playground and cafeteria rules frequently in each classroom.
- Communicate expectations to parents and develop a common “language” between and among you, students and parents/guardians regarding discipline.
- Review a copy of the Bus Rules (signed by students and parents) and encourage proper arrival and dismissal from school for all students. Morning arrival and afternoon dismissal are crucial times of the school day in establishing school climate. An excellent student “mindset” at both times greatly assists in maintaining a positive climate at CMS.
- Document behavior and consequences in Bright Bytes.

## **Discipline and Due Process**

**Every child is entitled to due process under the law.** Should it be necessary to refer a student to administration for disciplinary action, see that all necessary information is recorded on the Disciplinary Referral form and that parents are contacted prior to it being submitted. Memphis Shelby County Schools Disciplinary Referrals are completed and submitted to an Administrator:

- When serious incidents occur on campus,
- When a child continues to repeat the same behavior and consequences/efforts to remediate the behavior are unsuccessful, or
- After a teacher has exhausted all of his or her resources in working with a student to achieve desired results (removed privileges, notes/phone calls to parent/s/guardian, meeting/s with parent/s/guardian - student in attendance, consulted counselor - if appropriate, and consulted other teachers for ideas/suggestions).

**Students with severe behavior problems will be referred to an administrator and dealt with on a case-by-case basis.** The school counselor will be involved when necessary to assist with student harassment/bullying/conflict and personal issues on an ongoing basis and often for continued support. Functional Behavior Assessments may be completed to develop Behavior Plans. Special Education needs and Individual Education Plans will be considered when applicable, parents may be contacted, and In-School Suspension, Out of School Suspension and Bus Suspensions may be given as consequences at any given time.

Discipline must be:

- **Respectful** of the student
- **Progressive** – begins with the teacher, in the classroom, and progresses with appropriate consequences to the infraction (timeout, loss of recess/privilege, phone call to parent, parent/student conference, detention, supervised study, ISS, OSS).
- **Appropriate** to the student and the incident/infraction
- **Consistent** in the manner in which matters are investigated and consequences given
- **Fair**

Follow disciplinary procedures outlined in the RTI2-B plan and school-wide behavior flow chart consistently and completely. The teacher should handle individual cases involving discipline, unless a student continues to be a serious problem. It is crucial that parent contact, either written, by phone, or in person be kept current and documented. **Except in rare cases, teachers should utilize all reasonable management strategies, including those outlined in the School-wide Behavior Plan and personal parent contact, before referral to the office. A discipline form must be completed before the child is sent to the office.** Completely and accurately describe what the student has done. If immediate attention is required, an administrator should be notified. Submit all disciplinary referrals to your grade level administrator. Any touching incident or incident falling under the Reporting Procedures and Protocol must be referred to an administrator/counselor immediately.

## **Doors and Windows**

The Life Safety Code requires classroom doors remain closed during the school day. Classroom and outside doors should never be propped open, and emergency windows should not be blocked. If exterior doors are left open for an extended period, hot air from outside mixes with cool air inside and creates condensation, thus creating a moisture and mildew problem. Additionally, windows must remain closed at all times.

## **Daily Schedules**

Every teacher should post their classroom schedule in the room and outside their door. Daily schedules should be placed on teacher websites, and the principal must clear any revisions to the schedule.

## **Dress**

Our valued employees are the face of SCS, and we ask that you dress and groom in a clean, neat manner appropriate for your assignments, according to the following standards and any additional standards established by your supervisor.

1. Dresses and all outer garments should fit properly and be of an acceptable length.
2. MSCS does not permit halters, tank tops, see-through garments, or clothing with revealing necklines, bare backs, bare midriffs, or spaghetti straps. In addition, clothing with symbols, phrases, or slogans advertising tobacco, alcohol products, or any controlled substances is not permitted.
3. Head apparel (such as hoods, hats, caps, etc.) should not be worn inside the building. Hats can be worn if an accommodation has been approved by your supervisor or human resources.
4. Hair (including beards and mustaches) should be clean, neatly trimmed, and well-groomed.
5. Pants must be worn at the waist, be appropriately sized, and of safe length.
6. Footwear excludes flip-flops and slippers.
7. Clothing that reveals undergarments should not be worn.
8. Hemlines for skirts and dresses should be no shorter than 4 inches above the knee.
9. Shorts, leggings, warm-ups, yoga pants, spandex or similar pants, exercise clothes, or any garment that may appear to be undergarments are not permissible.
10. Jeans (not torn or ripped) may be worn on days designated by the principal or supervisor, designated spirit days, and teacher in-service days.



## **Electronic Communication**

### ELECTRONIC COMMUNICATION AND INTERNET USE - POLICY 4015

Employees utilizing district-provided network access are responsible for professional behavior online, and violations may result in disciplinary action up to and including termination. Let us always think critically and responsibly when using electronic communications.

## **Emergency Drills**

Maintaining a safe environment that promotes learning requires a proactive approach. It is necessary that we engage in simulations of potential hazards and natural disasters that could affect the health and safety of our staff and students. Every teacher is provided a crisis manual detailing the role and responsibility of each staff member. Also, each teacher will need to post their Emergency Drill Signs inside their room by the door. An electronic copy of the manual and Emergency Drill Signs (also the Emergency Drill Signs are in the back of the handbook) will be provided. Please make yourself familiar with this manual and your responsibilities.

**FIRE:** The signal for a fire drill is a long continuous sound of a buzzer. The building is evacuated according to a pre-determined plan. It is essential that you use the exit designated for your area. If that exit is not available, use the closest exit. If time permits, close all windows. Each teacher should have a class roll and be able to account for all students.

**TORNADO:** At the sound of the siren on the roof of the school building, students leave classrooms and take positions in the hall - kneeling, head down, facing the wall. During threatening weather, classes in the portable buildings are moved into the main building.

**EARTHQUAKE:** In the case of an earthquake, there is a pre-determined plan on file in the main office and administrators will inform teachers of their duties and execute the plan.

**LOCKDOWN:** This is a signal for a safety alert. Teachers gather their students in a secure place, preferably behind a locked door, until an "all clear" signal is given.

## **Fee Waiver Information**

See the Financial Secretary if students need supplies, field trip funds, instructional fees, etc.

## **Field Day**

**Field Day games are held in May.** CMS PE teachers will plan and coordinate the indoor/outdoor activities.

## **Field Trips**

**Field trips are “extraordinary learning experiences” and categorized as K-12 Instructional, Co-curricular, or Extra-curricular and as within Memphis Shelby County or outside Memphis Shelby County.**

All field trips must be appropriately curriculum-based, cost-effective extensions to instruction. Field trips involve several steps and it is recommended that one person from a grade level or “area” completes the process:

1. **Complete and submit a Purchase Order for all buses via SFO.** See the Financial Secretary to access a PO from within SFO. It is the teacher’s responsibility to complete the PO as the Purchase Order # for transportation costs must be obtained prior to completing the Field Trip request. It is recommended that one allow several days between PO submission and approval.

✓ Your time starts/ends at the terminal so add an additional hour to your calculated time.



- ✓ 1 bus = 72 passengers, 3 to a seat
2. Upon receipt of an approved PO for transportation costs, email Mr. Turner and the Financial Secretary and attach the approved Purchase Order.
  3. Finally, a Memphis Shelby County Schools Field Trip Request must be completed in both PLZ and efieldtrip to secure transportation. Monies may not be collected nor communication about trips sent/distributed until approval has been received in both.
  4. Upon approval, inform Mrs. Smith, Transportation Coordinator, of Field Trip dates, departure and return times and the number of buses to be noted on school calendar of events.

## **Gym**

**Should a student sustain an injury while in the gym (or designated area) during Physical Education, an accident report is to be completed and the parent contacted immediately. The teacher must submit an accident report to the Financial Secretary on the day of the incident/accident, and the parent must be contacted before the child leaves Colonial Middle.** Should the child require medical attention or experience any atypical symptoms, CMS will have contacted the parent and done our due diligence.

## **Health Nurse**

**Meet regularly with your administrator should you have a student with specific medical needs.** Review student Health Care Plans and request to meet with the school nurse (if one is assigned to CMS for the 2022-2023 school year).

## **Hearing and Vision Screenings**

**State law requires hearing and vision screening for students in kindergarten, second and fourth grades.** Schedules for screenings will be forthcoming.

## **Home Language Survey**

**All students must have a Home Language Survey on file in their cumulative record.**

## **Intercom Callback and Use**

**CMS Emergency buttons are located in each classroom and are to be used for the following:**

- **Medical Emergencies** – adult or child (blood on the floor, fainting, seizures, etc.)
  - **Stranger/s** in the building or on school grounds
  - **Extremely disruptive student**, danger to self or others
  - **Loose animals** on property/entering building
  - **Unusual/Electrical/Chemical odors** in the building
  - Any other situation of an **emergency** nature
- Minimize disruptions to the educational environment.

## **Lesson Plans**

**Lesson Plans are due by 3:30 pm each Friday. Teachers should upload lesson plans in the Colonial Middle Faculty TEAMS “lesson plan” One Note, which is located under files. Standby for the link.**

## Meetings

**Attendance is required at all faculty meetings, grade level meetings, and PLC meetings.** Faculty meetings are held on an as-scheduled basis on **Monday afternoons** in the cafeteria and will start at 3:30 pm unless an announcement is made for a change in time. If you are not at school, it is your responsibility to review agenda items with an administrator or grade-level colleague. Attendance is required at PLC meetings to which you are assigned with coworkers in your grade level or department. Brief meetings may be “called” when necessary. **Pertinent materials should be kept in the handbook for reference at faculty and PLC meetings.** A Grade Level designee will serve as a liaison communicating with administration, grade level teachers, and other grade levels to achieve continuous coordination of all school activities. Business and meetings conducted by each grade level should be recorded, documented, filed, and a copy given to the grade level administrator. Business conducted in PLC meetings should be recorded, documented, and filed, and a copy submitted to the grade-level administrator. Documentation and communication are vital to ongoing growth, development, and identification of areas of strength as well as areas to strengthen.

### Virtual Addendum

Faculty meetings will take place in TEAMS unless otherwise stated.

## On-the-Job-Injuries

**To qualify for any OJI benefits, the employee must give notice of the accident or injury to his immediate supervisor on THE DAY THE ACCIDENT OCCURS unless the employee is prevented by injury from the accident from providing such notice.** Brenda Dew and/or your grade level administrator will help employees complete the Injury Report. The MSCS Health Clinic must see employees before going to a personal physician or hospital.

## Parent Communication

**Parent communication is the bridge to success between home and school for a child.** The teacher is the all-important facilitator in the communication piece. Keep communication strong throughout the year through the use of phone calls, emails and the following:

**Wednesday Folders – CMS Parent communication is sent home with students every Wednesday.** Each folder should include current graded papers in addition to any behavior or work habit “updates”, school-wide memos or information for mass distribution and other classroom information of teachers’ choosing.

Consider other innovative options such as Remind, ClassDojo, GroupMe and Twitter to spawn creative communication with parents throughout the year. Keeping parents and students informed and the environment positive and are key in moving learning forward.

## Parent Visits to Classroom/Parent Observations

**All requests by parents to visit a classroom must be submitted to the principal or assistant principal.** The principal, assistant principal, or guidance counselor will accompany the parent/guardian during the visit if the visit is approved. A “debriefing” will follow the visit to discuss the objective of the visit, review the observations of all parties, document, close the visit and make plans to follow-up at a future time. The CMS employee will touch base with the classroom teacher regarding the visit and future implications, if any.

### Virtual Addendum

Due to confidentiality, parents will not be invited to observe students in the virtual learning environment.

## Phone Calls (Students)

Students may use the school phone to call home for medical emergencies, forgotten eyeglasses, or special dietary needs. Students may not call home for folders, projects, teacher notes, progress reports, backpacks, agenda books, homework, etc.

## Planning Periods

Maintaining the educational integrity of CMS requires commitment and planning on the part of the teachers. Planning effective instruction takes time and must be purposefully spent. Conferences, team meetings and covering classes for colleagues are also integrated into this planning period. Thankfully, covering classes for teachers who have no substitute is unusual. It is essential that teachers remain on campus throughout the school day. **If a teacher must leave campus for any reason, we ask that you sign out in the main office and notify an administrator.** Should an emergency arise, address the need with the principal or his designee.

## Report Cards

Grading Periods are as follows for the 2022-23 academic year.


**Report Card and Progress Report Periods**

Report Card Period	Report Card Period Begins	Progress Report Period Ends	Progress Reports Distributed & Available via Parent Portal	Report Card Period Ends	Report Cards Distributed & Available after 3 PM via Parent Portal	Days in Period
1 <sup>st</sup> 9 Weeks	August 8 Monday	September 7 Wednesday	September 7 Wednesday	October 7 Friday	October 26 Wednesday	44
2 <sup>nd</sup> 9 Weeks	October 17 Monday	November 16 Wednesday	November 16 Wednesday	December 16 Friday	January 18 Wednesday	38
<i>Semester</i>						82
3 <sup>rd</sup> 9 Weeks	January 2 Monday	February 1 Wednesday	February 1 Wednesday	March 10 Friday	March 29 Wednesday	49
4 <sup>th</sup> 9 Weeks	March 20 Monday	April 19 Wednesday	April 19 Wednesday	May 26 Friday	June 2 Friday	49
<i>Semester</i>						98
<i>Year</i>						180

## RTI2-B

**CMS students are encouraged to be respectful of adults, peers and self by doing the following as included in the CMS RTI2-B Matrix.**

Classroom rules and expectations, procedures, rewards, consequences, school and district conduct expectations and consequences, celebrations, resources, plans for improvement, monitoring and development of students and staff are included in the CMS RTI2-B/PBIS as required by SCS.

 <b>Colonial Middle School</b> <b>Behavioral Expectation Matrix</b>						
Be R3	Location					
	Classroom	Cafeteria	Hallway	Restroom	Auditorium	Bus
<b>Be Respectful</b>	<ul style="list-style-type: none"> <li>Enter/Exit at Voice Level 0</li> <li>Listen to instructions at Voice Level 0</li> <li>Raise your hand to speak</li> <li>Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Enter/Exit at Voice Level 0</li> <li>Listen to staff instructions</li> <li>Voice Levels 1-2 while at your table</li> <li>Eat your own food</li> </ul>	<ul style="list-style-type: none"> <li>Walk to the right of the hall</li> <li>Voice Level 0</li> <li>Walk one behind the other</li> <li>Keep hands, feet and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>Knock, Listen, Look before you Enter</li> <li>Voice Level 0</li> </ul>	<ul style="list-style-type: none"> <li>Enter and Exit at Voice Level 0</li> <li>Listen and Watch at Voice Level 0</li> <li>Sit facing front</li> </ul>	<ul style="list-style-type: none"> <li>Follow the driver's directives the 1<sup>st</sup> time.</li> <li>Say "Hello," "Good Morning," "Good Afternoon," "Thank you," "Sorry," "Excuse Me"</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Attend class daily</li> <li>Ask questions to understand</li> <li>Raise hand to leave seat</li> <li>PPE: Wear mask over nose and mouth at all times</li> </ul>	<ul style="list-style-type: none"> <li>Get your supplies before sitting</li> <li>Stay in your seat</li> <li>Pick up trash around your area</li> <li>Place trash in garbage bin</li> <li>PPE: Wear mask over nose and mouth at all times</li> </ul>	<ul style="list-style-type: none"> <li>Display valid hall pass</li> <li>Go straight to your destination</li> <li>Use hall pass for stated purpose</li> <li>PPE: Wear mask over nose and mouth at all times</li> </ul>	<ul style="list-style-type: none"> <li>Go, Flush, Wash and Dry your hands</li> <li>Dispose trash in garbage bin</li> <li>Keep walls graffiti free and report any damage.</li> <li>PPE: Wear mask over nose and mouth at all times</li> </ul>	<ul style="list-style-type: none"> <li>Keep feet on the floor</li> <li>Refrain from eating or drinking</li> <li>Keep chairs and tables graffiti free</li> <li>PPE: Wear mask over nose and mouth at all times</li> </ul>	<ul style="list-style-type: none"> <li>Always sit facing front</li> <li>Keep hands and objects inside the bus</li> <li>Remain seated until the bus stops</li> <li>PPE: Wear mask over nose and mouth at all times</li> </ul>
<b>Be Ready</b>	<ul style="list-style-type: none"> <li>Be in uniform daily</li> <li>Have all materials</li> <li>Be in your seat before the bell</li> </ul>	<ul style="list-style-type: none"> <li>Seat 8 to a table</li> <li>Raise hand to leave seat</li> <li>Use Restroom before lunch</li> </ul>	<ul style="list-style-type: none"> <li>Follow locker schedule</li> <li>Use your assigned locker only</li> <li>Get all materials</li> </ul>	<ul style="list-style-type: none"> <li>Follow restroom schedule</li> <li>Ask permission to use restroom</li> <li>Display valid hall pass</li> </ul>	<ul style="list-style-type: none"> <li>Sit with your grade level</li> <li>Transition in a timely manner</li> <li>Raise hand to leave your seat</li> </ul>	<ul style="list-style-type: none"> <li>Arrive to the bus on time</li> <li>Have bus card ready and visible</li> </ul>

**Sexual Harassment** See Policy Manual and Safe School Training

We strive for a working environment for employees free from sexual, racial, ethnic, and religious harassment. It shall be a violation of this policy for any employee to participate in harassment activities exhibited through disparaging conduct or communication that is sexual, racial, ethnic, or religious in nature. Additionally, student harassment, intimidation, bullying or cyber bullying is not tolerated. Conduct aimed at defining a student in a sexual manner and conduct impugning the character of a student based on allegations of sexual promiscuity will also not be tolerated.

**Sign In and Sign Out/Staff**

Teachers must sign in and out for themselves in the morning, upon arrival, and in the afternoon, prior to leaving campus, to provide a legal record of attendance.

- Teacher sign in is located at one of the two raptor computer systems.
- Official School hours are 8:15 am - 3:15 pm.
- Reporting time for CMS teachers is 8:05 am.
- Teachers should report to the cafeteria to pick up their students by 8:00 a.m.
- All teachers will remain on campus until at least 3:30 p.m. This time may need to be adjusted depending on the arrival of buses in the afternoon. During the first two weeks of school, all faculty and staff members need to remain at school until all children are off campus.
- All faculty and staff are required to sign in and out on the Raptor system.
- It is the responsibility of the employee to ensure sign in and sign out is completed in a prudent manner on the Raptor system.

**Virtual addendum**

All teachers must attend the Morning Huddle at 7:45 a.m. This will take the place of physically signing-in. \*Teachers who are teaching inside the building will also sign-in on the Raptor system and provide the information for Covid-19 screening. AN Afternoon Huddle will take place daily at 4:05 p.m. Virtual school hours are from 8:00 a.m. to 3:00 p.m.

**Sign In and Sign Out/Students**

Children checked in or out of school are marked according to the Sign In and out computer system located at the front desk. Tardiness and early checkout documentation is forwarded to and monitored by Ms. Saulsberry, Attendance Secretary.

- Students are considered tardy if they are not in their classrooms by the 8:15 am bell.
- A parent or guardian must accompany tardy students through the doors of CMS and sign them in. The student's attendance card is marked to reflect the time of arrival and an admit slip given to the student to take to his/her teacher.
- Students entering Homeroom after 8:15 am without a slip or a note should be sent back to the office/front desk.
- A student who needs to check out early must also be signed out through the front desk or main office.
- CMS must have a parent note on file with a parent or guardian's signature to release a child from school before 3:15 pm on any given day. Students may not checkout between 2:30 and 3:15 pm (during dismissal).

### **Virtual Addendum**

- Students are expected to logon TEAMS by 8:00 a.m.
- Students are considered tardy after 8:05 a.m.
- Report excessive tardiness/early log outs to grade level Counselors.

### **SRT Referral Procedures**

Contact Grade-level School Counselors, TeNeal Clark (6th), Karyana Cunningham (7th), Tivian Bernard (8<sup>th</sup>), to begin the Student Intervention process.

### **SPED/IEP Team Meetings**

**Regular classroom teacher/s, designated administrator/LEA, the special educator/case manager and a guardian of the student must attend referral and annual review IEP-Team meetings in accordance with IDEA.** CMS staff will communicate with one another and parents to schedule and complete the IEP team/ meeting process in a timely efficient manner avoiding interruption to the instructional day/process.

### **Story Readers and Classroom Volunteers**

**Encourage parents/guardians to read/volunteer at CMS.** Let *all* parents know they are welcome and needed at CMS. Volunteers must be supervised by classroom teachers when children are present.

### **Student Transportation and Changes during School Day**

**Students and parents define a daily route of transportation to and from school each day and adhere to that route of transportation throughout the school year. Barring emergencies, any changes to this plan must be submitted in writing.** This plan ensures student safety and welfare. Parents provide their transportation preference on the Transportation Form. A copy is kept in the classroom and in the office for reference.

- Should a student need to leave school via another means of transportation on any given day, the parent/guardian **MUST** provide written permission, signed, that the student is to do so. This information is to be understood by the child and teacher early in the school day. A student telling his/her teacher that he/she is to take another means of transportation home does not suffice and is not considered permission for change.
- A teacher takes a child's wellbeing into his/her own hands when he or she alters a child's transportation plans.
- A child's plans home are **NOT** to be changed without written permission from that child's parent/s or guardian.
- Take whatever precaution you feel necessary (make a phone call, send an email) should you be faced with an uncertain situation but do NOT alter a students' transportation or dismissal plans due to a conversation with a child.
- Make it your business to be familiar with your students' after school plans and routes of transportation.

- Post students' dismissal/arrival procedures in your classroom and keep them current at all times. Thank you!

## **Student Evaluation** *See Policies 5013 and 5014.*

**Teachers and administrators are required to adhere to Memphis Shelby County Schools' Policies 5015 and 5014 relating to Grading Systems and Promotion and Retention.** Students' grades should reflect mastery of the instructional content being taught in the classroom. Continue to develop and utilize formative assessments that can be analyzed during Professional Learning Community (PLC) work and focus in strengthening our assessment skills. Memphis Shelby County Schools' Evaluation Handbook can be found through MSCS Website: Teacher Resources >Evaluation Guides. See Policies 5013 (Promotion and Retention) and 5014 (Grading System for Grades K-5).

**Discuss any possible retention with Grade Level Administrator and Principal Turner, before approaching parents with the matter.** If a parent approaches you in a conference, discuss the matter; yet never take it upon yourself, the teacher, to tell a parent that their child will be retained. Memphis Shelby County Policy states "retained students must have a plan of works to be provided by the classroom teacher." This plan should include a variety of methods and materials to ensure academic success and growth, must be developed, documented, and submitted to Mrs. Turner. Documentation of meetings, conferences, phone calls, plans, strategies, interventions, materials used, and a timeline for growth will be considered when making the final decision regarding a child's educational placement.

## **Student Withdrawal**

**When a student withdraws from Colonial Middle, either to attend another MSCS or to transfer to another system, a transfer sheet must be completed for the students.** Mrs. Saulsberry completes the student's attendance and drop date while the classroom teacher records current grades and sees that all final obligations (i.e., payment for lost books, library books) are met. Records will not be released until all obligations have been satisfied. Please notify the office staff as soon as you hear of a student leaving the school.

## **Substitute Notebooks/Plans**

**A Substitute Notebook is to be prepared and readily available at all times. The following information must be in a folder/three ring binder in a very visible, obvious location in each teacher's classroom:**

- a. Daily Schedule \*
- b. Class Roster/s and Seating Charts
- c. Lesson Plans/**Emergency Lesson Plans** (more detailed than usual, two weeks of plans for emergency purposes) \*
- e. PIE plans \*
- d. Attendance procedures \*
- e. Any extra duties or assignments (before and after school)
- f. Extra activities to be used as needed
- g. List of students going to Apex, Speech, Resource, or other classes/specials and times
- h. Location of Crisis Plan/Emergency Response Manual
- i. Special medical requirements/needs for students
- j. Money collection procedures
- K. A few names of helpful students\*
- l. Make a list dividing your students into 4 groups\* (the number of sections/classes in your grade level) in the event no substitutes are available. Have four copies in your Sub Notebook: 1) Master, 2) for your grade level coworkers, 3) for the main office, 4) for your grade level administrator.

## **Virtual Addendum**

Virtual Sub folders are located in the Colonial Middle Faculty TEAMS. Substitutes will report to Colonial Middle and fulfill the job inside the building. All the above with asterisks apply to the virtual learning environment.

## Courtesy Club

**CMS Courtesy Club exists to provide support, encouragement, acknowledgement for faculty and staff in times of need, celebration, family milestones, etc.** Participation is optional and guidelines are reviewed and revised as necessary by the committee.

## Teacher Evaluation

**Memphis Shelby County Teachers/CMS teachers will be evaluated according to the TEM model.**

## Teaching Certificates

**It is the teacher's responsibility to request a new certificate reflecting any increase in training from the TN State Department of Education.** It is the teacher's responsibility to renew license and provide updated information, if needed to MSCS Human Resources and CMS.

## Technology

- All devices must be checked out and accounted for when in use.
- Adhere to the System-wide Guidelines for Teacher Laptop Use and the Memphis Shelby County Acceptable Use Policy for Students and Employees.
- District technology standards for students are available on the MSCS website. Resources include a continuum of K-12 performance indicators for each of three standards. Appropriate activities are linked to performance indicators and posted on the Web. The goal is to empower students with the skills to use technology effectively so that they can work, learn, and function successfully in a technological society.

## Test Score Analysis

**All teachers at CMS evaluate and analyze test scores from numerous data sources to inform instruction.** CMS educators collaborate to strengthen classroom practices that will positively impact student achievement and proficiency levels. Kindergarten teachers monitor students through assessment on a regular basis. Continuous efforts toward reaching student and school goals are tracked through ongoing and changing interventions with students and deep work in PLCs (lateral and vertical).

## Textbooks

**Distribution and Collection** - The teacher is responsible for all books assigned to him/her and assigning to students, recording condition, etc. Textbooks are inventoried again at the end of the year and the teacher is held accountable for books assigned to him/her. Memphis Shelby County Schools utilizes an online textbook inventory system. The textbook coordinator has prices in the event a book is lost, stolen, or extensively damaged during the year.

## Virtual Addendum

All textbooks can be found online. Please see your content administrator.

## Tuancy

**If a student receives five (5) or more absences during the school year without adequate excuse, the**



**Superintendent shall notify the parents that the student is required to attend school.** If within 3 days of receiving the notice, the parent has failed to comply, the Superintendent shall notify the District Attorney General and/or local law enforcement of this fact and legal action may be taken against the parent as provided by T.C.A. § 49-6-3007. Except as otherwise provided by law, a child may be truant under the law who is less than six (6) years of age, provided that a child may be withdrawn six (6) weeks of initial enrollment without penalty.

## **Unattended Students**

Students are the teacher's legal responsibility. Leaving the class unattended constitutes negligence. Under no circumstances should students ever be left unattended or put out in the hallway.

## **Virtual addendum**

If a teacher needs to step away from the virtual learning environment, they should inform a member of the administration staff.

## **Written Communication**

**Any written communication to be sent home with all students in your class must be approved by the principal and copied to him.** Electronic copies and communication are the preferred and the most efficient cost-effective method for communicating with your administrator. Examples: supply lists, letters concerning special projects/activities, classroom procedures/policies, etc. It is also good practice to have a colleague proofread any notes, written correspondence or publication for the masses prior to printing or distribution. All communication sent home must include the following statement: **Memphis Shelby County Schools offers educational and employment opportunities without regard to race, color, religion, sex, creed, age, disability, national origin, or genetic information.**

## **Virtual Addendum**

Written communication should be sent via email to parents/guardians. A read receipt should be applied to ensure the parents receive the documentation. All communication should be documented in [Bright Bytes](#).

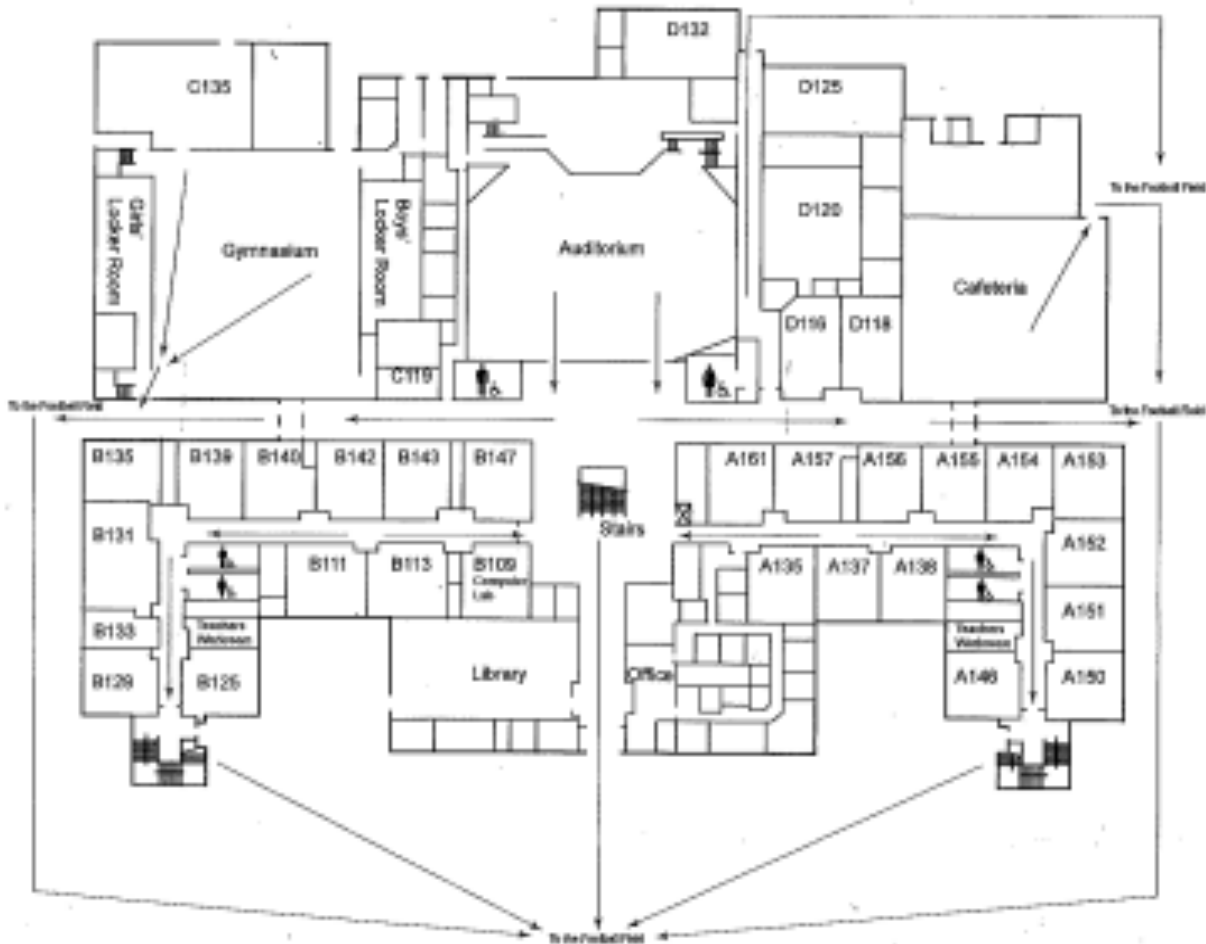
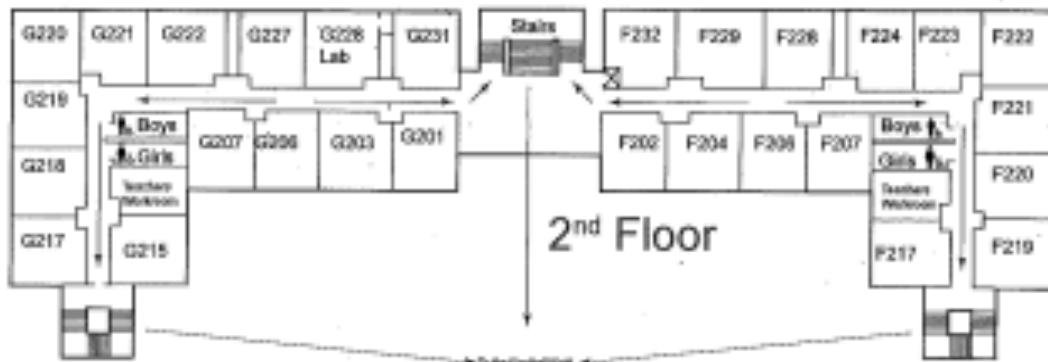
## **Virtual Learning Faculty Work Day**

- **Morning Huddle will begin promptly at 7:45 a.m.**  
All faculty and staff are expected to attend. Attendance, whether teaching from Colonial Middle or virtually, will be captured using the TEAMS platform. Log in times will be captured to verify the time you entered the meeting.
- **Afternoon Huddle will begin at 3:05 p.m.**  
We will discuss any pertinent issues or concerns.

<b>Colonial Middle's Who's Who 2022-2023</b>		<b>ROOM ASSIGNMENT</b>
<b>PRINCIPALS</b>		
<b>KAMIAH TURNER</b>	<b>PRINCIPAL</b>	<b>MAIN OFFICE</b>
<b>JEANINE EVANS</b>	<b>ASSISTANT PRINCIPAL</b>	
<b>DESMOND HENDRICKS</b>	<b>ASSISTANT PRINCIPAL</b>	
<b>ADMINISTRATION</b>		
<b>ANGELA WRIGHT</b>	<b>PLC COACH</b>	
<b>ROSEMARY BYRD</b>	<b>PLC COACH</b>	
<b>TREENA GUYTON</b>	<b>INSTRUCTIONAL FACILITATOR</b>	<b>A109</b>
<b>TEMEKA MCKINNEY</b>	<b>OPTIONAL SCHOOL COORDINATOR</b>	
<b>TENEAL CLARK</b>	<b>PROFESSIONAL SCHOOL COUNSELOR – GR6</b>	
<b>KARYANA T CUNNINGHAM</b>	<b>PROFESSIONAL SCHOOL COUNSELOR – GR7</b>	
<b>TIVIAN T BERNARD</b>	<b>PROFESSIONAL SCHOOL COUNSELOR – GR8</b>	
<b>MAIN OFFICE STAFF</b>		
<b>TIFFANY SMITH</b>	<b>FINANCIAL SECRETARY</b>	<b>MAIN OFFICE</b>
	<b>OFFICE ASSISTANT</b>	<b>MAIN OFFICE</b>
	<b>GENERAL OFFICE SECRETARY</b>	<b>MAIN OFFICE</b>
<b>Teacher</b>	<b>Subject</b>	<b>Room Number</b>
<b>6<sup>th</sup> Grade Team A</b>		
Latoya Daniel-Webster	ELA	A137
Jonisha Wiggins	Math	A161
Ashea Love	Science	A157(lab)
Tony Grandberry	Social Studies	A138
<b>6<sup>th</sup> Grade Team B</b>		
Stefany Olivares	ELA	A155
Mario Strickland	Math	A156
Stephanie Holmes	Science	A154
Louis Howard	Social Studies	A153
<b>6<sup>th</sup> Grade Team C</b>		
Griffin Henry	ELA	A152
Tawana French	Math	A150
Kendra Thompson	Science	A146
George Butler	Social Studies	A151
<b>7<sup>th</sup> Grade Team A</b>		
James Morgan	ELA	G201
Tonia Crawford	Pre-Alg	G203
Cordelia Fisher	Science	G231
Susan Williams	Social Studies	G206
<b>7<sup>th</sup> Grade Team B</b>		
Kristina Lockett	ELA	G217
Terry Combest	Pre-Alg	G218
Andy Northern	Science	G227
Monica Johnson	Social Studies	G219
<b>7<sup>th</sup> Grade Team C</b>		
Lisa White	ELA	G221
Cedric Franklin	Pre-Alg	G220
Courtney Bowers	Science	G207

Theresa Smith	Social Studies	G219
<b>8<sup>th</sup> Grade Team A</b>		
Sandra Polk	ELA	F203
John Jordan	Pre-Alg/Algebra I	F202
Robert Rogers	Science/Physical Science	F232
Jerita Powell	Social Studies	F206
<b>8<sup>th</sup> Grade Team B</b>		
Lashara Varnell-Smith	ELA	F219
Morgan Houston	Pre-Alg	F221
James Lockett	Science	F228
Grant Boscacay	Social Studies	F223
<b>8<sup>th</sup> Grade Team C</b>		
Rosemary Byrd	ELA	F222
Crystal Conelly	Pre-Alg	F217
James Umfress	Science	F224
James Spraggins	Social Studies	F220
<b>EXPLORATORY AND SUPPORT</b>		
Computer Lab		B109
Amber Smith	Creative writing(CAPA)	B141
Laura Issacs	Spanish	B143
Sarah Camp	Art	B111
Taylor Martinez	CAPA Art	B112
Martha Jackson	SPED	B142
Natalie Fraizer/Elisabeth Silverman	ESL	B140
Felicia Foster	STEM	B131
Danette Monroe	RTI	B139
Ebonie Reed	Career Exploration	B135
Aaron Hinton/Jason Goldson	ESL	F207
Patty Boyd	SPED	G222
Chanita Self	CLUE	B125
Jessie Helsel	Dance	C135
Sharri Myles	Choir	D125
Alfredo Maruri	Band	D120
TeAmber Roberston	Drama	D132
Jerald Walker	Orchestra	D118
Melody Buss	Piano	D116
Conklin Davis	P.E.	Gym
Fay Broughton	Librarian	Library
<b>STAFF</b>		
<b>COMPUTER LAB/ RTI2-A</b>		
<b>SPEDEDUCATIONAL ASSISTANT</b>		

# Colonial Middle School



Once outside, the designated meeting area is the **Football Field**

**EMERGENCY ROLL CALL**

Teacher: \_\_\_\_\_

Total Evacuated: \_\_\_\_\_

Missing Students	ISS	Sent to: _____	Extra Students

**EMERGENCY ROLL CALL**

Teacher: \_\_\_\_\_

Total Evacuated: \_\_\_\_\_

Missing Students	ISS	Sent to: _____	Extra Students

**EMERGENCY ROLL CALL**

Teacher: \_\_\_\_\_

Total Evacuated: \_\_\_\_\_

Missing Students	ISS	Sent to: _____	Extra Students