

Principal – Dr. Todd Shaffer

Assistant Principal - Mrs. Herronda Harley

PLC Coach – Ms. Ametria Bobo

Professional School Counselor – Ms. Sheila Johnson



## FACULTY/STAFF HANDBOOK

**2024-2025**

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This handbook was prepared to familiarize teachers with the policies, procedures, and practices of Winridge Elementary School. An understanding of these procedures will facilitate the educational process in our school. All staff members should familiarize themselves with the contents in this handbook.

• **WE BELIEVE THAT...**

- Our students must be actively engaged in their education in order to **learn**, produce quality work, and become critical thinkers and problem solvers.
- Opportunities for **learning** should be **research-based**, diverse and multi-leveled allowing students to move horizontally or vertically based on their needs and/or interests.
- A variety of **assessment** techniques should be used to accommodate a diverse student population with multiple learning styles.
- Teachers should provide a **variety of teaching methods**, experiences, and resources that empower, challenge, and motivate students to achieve their maximum potential.
- **Collaboration** between administrators, teachers, students, parents, and the community should exist in a **data-driven decision making process**.
- There should be **high expectations** for *all* students, *all* teachers, and *all* staff members.
- Teachers should implement all **policies** and **procedures** generated at the state and local levels.
- The **relationship** between the family, school and community at large is paramount for the success of all members.

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### OUR MISSION

Our mission is to provide a structured environment that will prepare students to become college and career ready.

### OUR VISION

Our vision, along with all stakeholders, is to maintain a safe and high performing school where all students demonstrate good character, wellness and academic proficiency.

### ADDRESSES

If there is a change in a teacher's name, address, or telephone number at any time during the year, please come by the office and get Form # 14677...Report of Change in Name, Marital Status, Address or Telephone Number. They will be sent to the Board of Education.

### ANNOUNCEMENTS

Please check the sign-in area and emails for announcements and pertinent information.

Please complete the designated form and give it Ms. Mitchell if you would like an announcement made to the entire school. Afternoon announcements will be made at 2:45pm.

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### APPROPRIATE APPEARANCE/DRESS

Professional dress is expected at all times. Traditional business attire is expected. Appropriate workplace dress does not include clothing that is too tight or too revealing; clothing with rips, tears, or frays; or any extreme style or fashion in dress, footwear, accessories, fragrances or hair. Exceptions are required to accommodate an employee's religious dress and grooming practices.

**Casual shirts:** All shirts with collars, business casual crewneck, V-neck shirts, blouses, golf and polo shirts. Optional tie or seasonal sport coat, a dress or skirt at knee-length or below (with appropriate undergarments), a tailored blazer, knit shirt or sweater.

Examples of inappropriate shirts include T-shirts unless it is a special school day, shirts with inappropriate slogans, tank tops, muscle shirts, crop tops, halter tops, see-through garments, or clothing with revealing necklines, bare backs, bare midriffs, or spaghetti straps.

**Pants:** Casual slacks and trousers and jeans without holes, rips, tears, or frays (worn at the edges).

Examples of inappropriate pants include shorts, and pants worn below the waist or hip line, leggings, warm-ups, yoga pants, spandex or similar pants or exercise clothes.

**Footwear:** Casual tie shoes, dress sandals with a back strap, and clean athletic shoes.

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Examples of inappropriate footwear include flip-flops and construction or hunting boots. Please do not wear flip-flops as they are easily stepped on and can cause an accident.

**Head Apparel:** Should not be worn inside the building. Exceptions will be considered for employees whose job require them to adhere to alternate guidelines (ex. PE instructor, nutritional staff, grounds and facilities staff, etc.).

Examples of inappropriate head apparel include hoods, hats, caps, head coverings designed for sleep, etc.) Exceptions for hats and caps for special assigned days at school such as hat or cap day.

Staff appearance greatly influences the way we are perceived by parents and students and can affect student behavior. Jeans can **ONLY** be worn on designated days with prior notification usually before and after a school holiday. Also, remember that professionalism is now a vital part of your evaluation, which includes your dress, interactions and demeanor.

### **BIRTHDAY PARTIES**

Are not allowed! Teacher has to send home a permission note to get parent's consent in order for a student to accept favors such as cupcakes, chips, juices, or treat bags. If there is a signed parent consent, the treats can be given to students during their lunch time or upon dismissal (leaving out of the classroom for the day).

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### **BREAKS**

If you are in need of a break, please ask another teacher to be in charge of your students while you are out of your room. Failure to do so will result in acknowledgment of responsible for your students' liability. Please use the Buddy System and be sure to check with your partner if you absolutely must leave and when you return. **Please use your classroom phone or personal phone whenever possible rather than leave your class unattended to run errands to other classrooms or to the office. CLOSE PROXIMITY!**

### **BULLETIN BOARDS/QUALITY WORK**

**Bulletin boards should be maintained regularly.** Bulletin Boards should display quality student work with rubric (s) and standards posted. It is the responsibility of each grade level and support team member to update the **GRADE LEVEL/SUPPORT STAFF BULLETIN BOARDS** located in common area hallways every quarter (**August 2 Welcome/MSCS Focus, August 30 Quality Student Work, October 4 Quality Student Work, December 20 Quality Student Work, March 7 Quality Student Work**) for the duration of the school year. Each grade level and support staff may choose to alternate this responsibility within the grade level. Individual teacher boards located outside and inside classrooms will follow the same schedule. **Discuss with your students that the appearance of the boards should maintain its integrity. Bulletin boards are to be removed before leaving school in May.**

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### **CAFETERIA**

Teachers are to organize their students in a single line and accompany them to and from the cafeteria. Please make certain that students use the restroom before entering the cafeteria. **Teachers must adhere to the lunch schedule and be prompt in getting their students to and from the cafeteria.**

### **CULTURE AND CLIMATE OF CLASSROOMS AND SCHOOL BUILDING**

Please refrain from storing items on the lockers or hung from light fixtures or ceiling panels. It is the responsibility of the teachers to close all windows and lock the door to the classroom daily. Teachers are encouraged to secure personal belongings in a locked locker, desk or cabinet. Risk Management will not replace lost or stolen items that are deemed as not being placed in a secure location.

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### **COMMUNICATION WITH PARENTS**

Teachers are expected to conduct conferences with parents at their request and/or whenever the teacher feels a conference is needed or would be helpful. It is imperative that conferences not be allowed to interfere with instructional time. Conferences should be scheduled before or after school or at the teacher's planning time. Document all conferences and all phone calls to parents. Keep accurate and specific records of the grades earned by each student. Communicate frequently with parents (**COMMUNICATE IMMEDIATELY IF YOU PERCEIVE A PROBLEM WITH A PARENT OR WITH A STUDENT**).

Parent Communication folders will be sent home every Wednesday. This will serve as a school-wide two-way communication system/documentation between the teacher and parent. After the end of the nine-week grading period, teachers will place the two-way communication sheet inside the individual student file created and stored by the homeroom teacher. **DESIGNATED GRADE LEVEL CHAIRS AND/OR SOMEONE ON THE ADMIN TEAM WILL REVIEW AND APPROVE ALL CORRESPONDENCE TO BE SENT HOME TO PARENTS, INCLUDING NEWSLETTERS AND FIELD TRIP INFORMATION.**

### **CUMULATIVE FILES**

Cumulative files should be checked three times yearly: at the beginning of the school year; at the beginning of the second semester; and after spring break. Files should not go unchecked until the end of the school year. Requests for files must be done by the teacher. Parents must be encouraged to send required documents early in the year or the report card will be held at the end of the year.

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### **DISMISSAL DUTY**

The following duties insure a swift and effective dismissal of our students:

#### **Bus Riders/Day Care Vans**

Ms. Clark, Ms. Haulum & Coach Confer will pick-up all daycare riders and escort them to the front foyer. They will be in charge of the day care bus riders and will organize seating arrangements and attendance. No running to the bus. Students will be escorted to their bus.

#### **Car Riders**

All teachers will prepare students for dismissal at 2:45pm. Fourth and Fifth grade students will sit very quietly in the cafeteria to listen for their names. Third grade students will sit very quietly in the hallway to listen for their names. Designated persons will begin calling names at 3:00pm. Teachers in grades K-2 must have walkie talkies on channel 1. Teachers in grades 3-5 must have walkie talkies on channel 2. Teachers will manage their own homeroom class until student's name have been called. Students who are not picked up promptly by parents are to be taken to the front foyer at 3:30pm. Parents must come inside to sign the student(s) out for the day.

#### **Walkers**

Ms. Johnson, Professional School Counselor, AP Harley, and designated SEA(s) will pick up walkers at 3:10pm to escort them out of the front entrance of the school. They will remain outside with the students

### **DISMISSAL FROM SCHOOL**

Only the office has the authority to release students from school. No release of a student to any person should be granted until the request is checked for validity and/or approved by the principal. Before a student can check out, a parent or legal guardian must sign the dismissal log. Parents must be contacted 1<sup>st</sup> if student is ill. Please make sure a reliable student(s) escorts the student that's being dismissed to the office appropriately. All students must come to the office 1<sup>st</sup>, and not to go outside of the school building!

### **DISTRICT GRADING SYSTEM FOR GRADES K-5**

#### **New Grading System**

The Memphis Shelby County Schools (MSCS) Board of Education voted to adopt a new 10-point grading scale for students enrolled in grades Pre-K through 12.

#### **Kindergarten:**

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:**

Homework: 5% minimum of 4 grades

Class Participation: 5% minimum of 4 grades

Classwork: 40% minimum of 4 grades

Assessments: 45% minimum of 4 grades

Projects/Portfolios/Presentations: 5% minimum of 1 grade

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### **TOTAL OF 17 GRADES EACH QUARTER (MINIMUM)**

District required grading categories and weights will be preset by the district in PowerTeacher Pro gradebook. PowerTeacher Pro is the ONLY official gradebook for MSCS district; therefore, all recorded grades must be recorded in PowerTeacher Pro. In addition, a printed backup copy of the gradebook must be maintained per quarter. SCS requires specific grading categories and weights per nine weeks: 17 grades per student and two grades for each required category (totaling eight grades) earned and recorded by the interim (4 ½ weeks) of the nine-week period. In support of BOE policy 5014, the MSCS Grading Protocol sets forth district-wide standards and provides a foundation for consistent grading practices across the district. Students must be given the opportunity for make-up work and grade intervention. Academic grades are important to ensure students and parents receive frequent information about student academic progress.

#### **Conduct**

#### **Grades 1-5:**

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. 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".

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**5014 Grading System for Grades Pre-K-5 and 5015 Grading System for Grades 6-12** - strikes the current academic grading scale and replaces with the following 10-point scale:

A: 90 -100

B: 80 - 89

C: 70 -79

D: 60-69

F: Below 60

Progress Reports are issued every 4 ½ weeks and Report cards are issued to parents at the end of each nine-week term.

Report cards are issued to parents at the end of each nine-week term.

**Final Grade** - This grade is determined by averaging the two semester grades. Parents are to be notified within a report card period when a student is not doing acceptable work. Parent-teacher conferences (September 5<sup>th</sup> and February 13<sup>th</sup>) should be held for gaining parental support in an effort to improve student performance.

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### **EVALUATION OF TEACHER PROFESSIONALISM**

Each teacher shall be evaluated on how the policies have been executed. Each contribution shall be weighed in each indicator area noted within the Professionalism Rubric and scored appropriately for summative evaluations. It is recommended that teachers keep an ongoing portfolio documenting their contributions to the Professional Learning Community of Winridge Elementary. As an employee of Winridge Elementary School, you represent the Memphis Shelby County School District. The image you portray should always be one of professionalism and competency to ensuring student achievement.

### **EXTRA SCHOOL WORK**

Never assign schoolwork as punishment. If you are keeping a student after school to complete missed assignments, please get approval from parents or guardians in writing or via text.

“Write-offs” are inappropriate. However, writing about their misbehavior and how it could have been prevented, or how a problem could have been solved, are appropriate as it helps students express their thoughts and feelings. Younger students could draw a picture, instead.

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### **FACULTY PERSONNEL PROCEDURES**

The school staff sets the tone for the operation of our school. We are role models for not only our students but also for each other. Just as we emphasize pride, self-respect, respect for others and constructive/productive behavior from our students let us demonstrate these traits. People pay attention to what we demonstrate more than what we advocate. Conduct in the office is heard and observed by everyone. Please maintain a professional demeanor when in the office, recognizing that callers, parents, and students often are able to hear your conversations or observe your behavior.

### **FACULTY/STAFF PARKING**

If you don't have a handicap parking justification, please do not park in the space designated for handicap. Parking is on a FIRST COME, FIRST SERVE BASES with the exception of the assigned parking spaces located in the front of the school (Principal, Assistant, PLC, Counselor, General Office Secretary, Financial Secretary and Before/After Care). If additional spaces are not available, all other faculty and staff of Winridge Elementary School must park on the North Entrance (apartment side).

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### **FIELD TRIPS**

Field trips may be taken only when they relate to the instructional program of a given class or group of students. The principal and teachers shall determine whether any proposed trip relates to the instructional program. A "REQUEST FOR FIELD TRIP" form MUST be entered in Professional Learning Zone (PLZ) by the teacher coordinating the field trip and approved by the principal BEFORE any information is passed on to the students or sent home to parents. Approval MUST be received at least one month before the trip.

Care should be taken to provide an adequate and safe means of transportation, and adult supervision must be provided. Approval of the parent or guardian of each child who desires to participate must be on file 5 days prior to the field trip. Approval to leave the city must be secured from the BOE at least 30 days before the students are to leave. Notice of the need for sack lunches must be made three (3) weeks in advance of the trip, in writing to the school cafeteria manager. Students are required to take the entire sack lunch.

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### FIRE DRILLS

Fire drills must be held seven times each school year. The constant sounding of the fire alarm is the signal for a fire drill or fire emergency. Students are to leave the building in the order set forth in the classroom. The teacher should close the door once all students have exited the room. Students are to exit in an orderly fashion, without talking. Students are to return to their classrooms in the same manner. Teachers are to carry a copy of their classroom roster with them and attendance is to be taken. No one is to return to the building until the outside signal is given completing the fire drill. Teachers **MUST** remain with their classes. **STUDENTS WHO ARE IN SUPPORT CLASSES WILL REMAIN WITH THEIR SUPPORT TEACHERS. SUPPORT TEACHERS SHOULD HAVE A CLASS ROLL FOR EVERY CLASS. TEACHERS NEED TO MEET THEIR SUPPORT TEACHER IN THEIR DESIGNATED AREA SAFELY TO BE WITH THEIR CLASS.**

### TORNADO/EARTHQUAKE/LOCK DOWN/ACTIVE SHOOTER DRILLS

An alert will be given by the public address system. For tornado drills, students are to walk silently to their designated place in the first floor halls, followed by the teacher with roll book. All are to take a squatting position next to the wall with their head between their knees facing the wall. Two or more windows and the door should be left open to equalize pressure. For earthquake drills, students are to stay in the classroom, in a squatting position with their heads under the cover of the desks. Locks down drills require students and teacher to remain as far as possible from windows and the door. Classroom doors should be locked. Teachers should not use the intercom system during lock down drills. Students are to immediately go to the ground to the floor while remaining quiet. For an active shooter drill, stay away from windows, doors and students gather parallel from the door so no one will be able to see you. **Students who are in support classes will remain with their support teachers. Students in the hallway should go into the nearest classroom; the teacher should telephone the homeroom teacher to report the students' whereabouts.**

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### GRADE-LEVEL NEWSLETTERS

Grade-level newsletters are to have the following components:

- Performance Based Objective for each subject
- Weekly Homework Assignments
- Academic Vocabulary/Spelling Words
- Technology resource links for parents
- Upcoming events within grade level/school
- Literacy/Math/Science focus for the Week
- Spotlight on Success (i.e., Student Achievement/Parent Recognition)

*Grade chairpersons will email the newsletter each week to their administrator lead to be placed in the office for parents and visitors.*

### GUIDELINES FOR THE CLASSROOM

You are in charge of your classroom. You set the tone, pace, and expectations for your students. Your class will do what you expect. If you need assistance/guidance, please ask a peer, ILT member or someone on the leadership team.

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### **HOMEWORK**

Homework assignments are to be given daily (EVERY NIGHT) in accordance with the Memphis Shelby County Schools homework policy #5104:

The Memphis Shelby County Board of Education recognizes the importance of homework as a supportive activity designed to promote academic achievement, to reinforce or apply a skill previously taught, and to extend activities into the home. Therefore, meaningful homework assignments shall be made throughout the year. It is the policy of this System that **five percent** of each nine weeks' grade is based on the evaluation of meaningful homework assignments.

In order to assure meaningful homework, assignments should:

1. Be an outgrowth of classroom instruction, not new material.
2. Be clear and definitive for the students.
3. Be graded in line with a system that is understood by the class.

Rubrics should be provided whenever possible.

The implementation of this homework policy shall be the responsibility of each teacher and under the supervision and direction of the principal. The total amount of homework assigned will depend upon the grade level of the student and the number and type of courses in which the student is enrolled.

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**The total amount of time devoted to homework shall not exceed the limits listed below:**

Grade 1 5 - 10 min.	Grade 4 30 - 40 min.
Grade 2 10 - 20 min.	Grade 5 40 - 50 min.
Grade 3 20 - 30 min.	

**HOMEWORK SHOULD BE ABBREVIATED ON THE NIGHTS OF SCHOOL MEETINGS/EVENTS**

#### **I.D. BADGES**

All faculty and staff are to wear their Shelby County Schools issued I.D. Badges each and every day. A replacement badge costs \$30.00. Please use your badge to enter the building daily.

#### **INSTRUCTIONAL PROCEDURES**

Our primary purpose is teaching. The criteria for evaluating any aspect of the school must be that of contributing to student learning by utilizing various instructional techniques in order to meet student individual needs. To ensure organization and complete preparation of instruction teachers will utilize the white board protocol that outlines the expectation of the student and mastery level to obtain when clear and concise objectives have been delivered (See Instructional Framework for ELA/MATH/SCIENCE).

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### LESSON PLANS

Learning rarely “just happens.” Even though the best-laid plans may not be carried out immediately, they still form the foundation upon which to build. Each teacher is expected to keep lesson plans one week in advance. **All grade level lesson plans/powerpoints are due to ADMIN by the close of business on Friday via email.** All schedules and seating charts should be kept where a substitute can see them, preferably in the front of the substitute folder. Plans should be clear, concise, and complete. **Fire/Disaster Drill instructions and a substitute folder are also to be placed in a readily accessible location in the classroom.**

### LIBRARY

The Media Specialist/Librarian will put on reserve any small group of books for the exclusive use of a certain group of students if requested by a teacher. Teachers must adhere to the library schedule and must be prompt in getting students to and from the library.

### MAILBOXES/E-MAIL

Mailboxes are located in the office where you will receive mail, faculty memos, professional-growth program announcements, etc. Please check your mailbox and your email account before school, after lunch, and at the end of the day.

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### MEDICINE

Sometimes it is necessary for students to take *prescription* medicine while at school. **Aspirin, Tylenol, cough drops and other nonprescription items will NOT be given to children during school hours. If it is brought to the school by a student, it is not to be given back to them. A parent must pick it up.** Medicine **MUST** be brought immediately to the office by either the parent or the student. Medicine is to be in a prescription bottle with the child's name, the name of the medication, doctor's name and pharmacy shown on the pharmacy label. Under Memphis Shelby County School's policy, a consent form must be completed and on file in the office. The **parent must also complete an Authorization for Medication during school hours.**

### OBSERVATIONS/EVALUATIONS/LESSON LENGTHS

All teachers are to be evaluated by the certified personnel. Formal or informal observations are to be expected by ILT members and the leadership team. Teacher evaluation frequency is based on individual TEM Composite Scores and the length of your teaching experience.

### OPENING DUTIES

Teachers are required to stand at their classroom door to welcome students at 8:00am or in your designated assigned areas. Please do not spend this time conferencing with parents. Administration will monitor parents in the hallway. The administrative team will pleasantly ask parents to report to the office and not walk their children to their classrooms after their first week or two. SPED is an exception. Opening announcements will be made each morning by 8:40 a.m. Teachers are to take attendance and enter information into the

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**Teachers are to take attendance and enter information into the PowerSchool Student Management System (SMS) by 9:30 a.m. daily.**

#### **PARENTS AND VISITORS**

Parents are not to go directly to a teacher's room during class time. Parents are to report to the office to sign in, receive a visitor's pass, and sign out. This is a Memphis Shelby County Schools' policy. Instructional time begins at 8:15 a.m. with our RTI2/DO NOW/Success work.

#### **PROTOCOLS FOR PROFESSIONAL LEARNING**

Professional Learning Communities (PLC's) will be on Mondays, Collaborative Planning meetings will be on Tuesdays and Faculty Meetings on Wednesdays. Notification will be given prior to cancellation of meetings.

#### **RECESS/ORGANIZED PLAY**

The law requires that students have organized physical activity each day. All students should be provided with the opportunity to participate in organized recess/physical activity each day. We have several areas that are available for use. Teachers call the front office upon escorting students out of the building to let Ms. Mitchell know that they are outside for recess. Teachers are expected to be with their group, supervising a planned activity, during recess. They are responsible for the class at all times, and especially when students are on the playground. Teacher assistants are not to take children out to recess without the teacher.

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#### **RECORD BOOKS**

Keep your grade book in a secure place at all times. Grades in grade books are confidential and are not public property. Students are not to record grades in grade book or review grades that the teacher has recorded. Keep a back-up copy of grades using PowerSchool/computer-based program or save on a portable USB memory device. Documentation is critical. Please document all grades carefully. Also, document all conversations with parents/guardians in your Parent Log. Good record keeping will save time and be a great help for you if you need it for parent conferences/S-TEAM/IEP meeting.

#### **REPORT CARDS**

Report cards are to be completed **with accuracy**. Each quarter, the principal or a designee will check all report cards.

##### **REMINDERS:**

1. Utilize the comment section for **each student**.
2. Be certain that attendance equals the attendance for the nine weeks' period.
3. Check each report card to be certain that all areas have been filled in.
4. Report cards should be signed by the parent and returned within three days of issue.
5. Please create a file for each child in your homeroom class. All report cards are to be stored in a safe place.

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## **RESTROOMS**

Students **SHOULD NOT** go to the restrooms **ALONE EVER**. Students should be accompanied by a buddy or a teacher for an emergency restroom break when necessary.

Teachers should be in **close proximity and monitor students at all times** during scheduled restroom breaks and **not on their cell phone**.

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## **ROLES OF A SPECIALIZED EDUCATIONAL ASSISTANT (SEA)**

EA's have three main roles: supporting student learning, supporting the lead teacher and engaging students in meaningful small group instruction. EA's are used in helping students develop independent learning skills, managing their own learning, prioritizing their time, providing one-to-one and small group support to students who need it. These paraprofessionals reinforce lessons by tutoring individual students. Other duties include:

- Implementing the teacher's lesson plans, documenting progress and maintaining daily classroom schedules
- Supporting each child's social, emotional and intellectual growth and development
- Ensuring the wellbeing and safety of children at all times
- Using a variety of instructional and assessment strategies, as directed by the Teacher, to meet individual student needs
- Assisting students with assignments or difficult concepts
- Maintaining communication with parents, staff and faculty regarding the progress of students

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### Characteristics of Specialized Educational Assistants

Successful and effective educational assistants should have these same qualities as lead teachers. These include:

- **Flexibility:** EA's must work with their assigned teacher in the classroom. This requires a degree of flexibility as they are assisting the teacher in their daily teaching duties.
- **Dependability:** Teachers grow to depend on their EA to assist them in the classroom. Their plans might sometimes include the need for additional supervision by the EA if the class is divided into groups.
- **Ability to communicate:** Teaching is all about interactions and communication. The EA needs to be able to interact with the teacher and students on a daily basis.
- **Love of learning/the work:** EA's need to show through their words and actions that they find value in what is being taught. They should never talk badly about the teacher or the content area to the students in the class.
- **Love of students:** EA's will be dealing with students each day. Therefore, they need to enjoy being around them and believe that each student can succeed in class.

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### SCHOOL MESSENGER

The phone master technology will enable us (teachers and office personnel) to communicate with parents. The office personnel will be able to inform parents of student absences, tardiness, and inappropriate behavior. We will also be able to inform all parents of special events such as School meetings, Data meetings, Grandparents' Day, etc.

### SICK STUDENTS

If a child becomes ill at school, please contact his or her parent or an emergency friend. Any child with a temperature of one degree or more above normal will be sent home, and the child will be dismissed through the school office. The office should be informed of any changes in the child's emergency information as soon as possible. A child MUST be free of fever for 24 hours before he/she returns to school.

### STAFF MEETINGS

Professional Learning Communities (PLC's) will be on Mondays and Collaborative Planning meetings will be on Tuesdays during your support time. Wednesday afternoons should be reserved for faculty/professional development meetings or teacher deliberate practice.

### STANDARDS FOR WRITTEN WORK

It is imperative that consistent standards of content, neatness, legibility, and form be maintained at each grade level.

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### STUDENT ATTENDANCE

Office personnel will begin marking students tardy after 9:00a.m. Please do not admit a child to class without a tardy slip from the office unless it is announced. If students are dropped off late constantly by daycare providers or parent, please email Ms. Mitchell or Mrs. Hightower so that your administrator lead can contact the parent or the director. A tardy is excused ONLY if the child is coming from the doctor's office or has been ill. A ten or fifteen minutes' illness is extremely rare. Regardless of whether it is the parents' or child's fault, the tardiness is documented. Tardiness for traffic, weather or breakfast is unexcused. The number of tardies and absences are recorded on the child's permanent school record without a difference being made in excused and unexcused tardies. Memphis Shelby County Schools enacted a new attendance policy. Listed below are the major provisions of the policy:

- \* First 2 unexcused absences- documented phone call to parents/guardian each of the first two times of an unexcused absence.
- \* Three Absences-Warning letter to parents/guardians informing them of the truancy laws and the consequences of noncompliance and requesting a parent/teacher conference
- \* Five days of unexcused Absences-Official letter from the District's Attorney's Office; meeting with Student Attendance Review Team (SART). SART Team meetings are held at designated times on designated days. Please see our PSC, Ms. Johnson.

Ten days of unexcused absences- Final letter from the District Attorney requiring a mandatory meeting of the communitywide Student Attendance Review Board (SARB). The committee will decide if the student's case should be moved to Juvenile Court.

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### STUDENT CONDUCT

Learning takes place more readily in an orderly environment. The development of students' self-control/self-discipline is a learning/maturation process similar to other developmental processes. It has to be taught...it does not just happen. It is easier and more productive to prevent inappropriate behavior than it is to correct or punish inappropriate behavior. Expect good behavior. Identify good behavior for students. Define it. Reward it. Catch a student doing good! You must be fair, firm, consistent, and friendly in your handling of student conduct. Never punish a child in anger...doing so only tends to internalize the strife for both you and the child. We will share the responsibility for student conduct. The administration will support every staff member in every way possible. Just help to make it possible.

Classroom rules should be clearly defined with consequences spelled out for violating the rules and posted permanently in the classroom. Make the consequences appropriate, consistent and immediate. Consequences should be graduated...don't use a cannon to swat a fly. Except for abrupt, extreme misconduct, a series of teacher intervention strategies should be documented prior to referral to the office.

All teachers are to assume the responsibility of seeing that student order is as it should be in places outside of the classroom, including halls, lunchroom, campus, restrooms, etc.

Discipline is regarded as the responsibility of the classroom teacher. However, once the classroom teacher has exhausted all avenues open to her/him, the teacher should refer the student with a discipline referral form to the office. Once an administrator completes the discipline action, students should not be allowed to call home "to give their version". Please send the referral home to the parent(s). In an effort to encourage students to write creatively, we will not ask students to execute WRITE-OFFS.

Students are always to be supervised by the teacher, therefore, DO NOT place students in the hallway as a method of punishment. (Please share these policies with substitutes.) Students are to have a hall pass at all times in the corridor without direct teacher supervisor.

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### STUDENT HOURS

Students usually report to school around 7:45 on the North Entrance. Designated teachers and staff members appointed by the principal will allow students to go to the cafeteria and sit in their designated grade-level area for safety and weather purposes. Teachers should not detain or keep students after dismissal begins. Fourth and Fifth grade classes begin to move at 2:50pm. Dismissal begins promptly at 3:00pm (Names are being called).

### STUDENT SAFETY

To ensure a safe environment, all doors leading to the outside should remain closed and locked at all times. For our safety and security, **DO NOT PROP DOORS OPEN AT ANY TIME.**

### SUSPECTED CHILD ABUSE

Every staff member must complete the child abuse professional development. If you suspect that any student (in your class or any other teacher's class) has been physically abused, you are required to report the suspected abuse. It is good protocol to also alert the principal. In the event the principal is unavailable, you must report to the guidance counselor, or to the acting principal then call 1-855-209-4226 (Department of Children's Services)

#### YOU ARE NOT TO:

1. QUESTION THE STUDENT.
2. DISCUSS THE ABUSE WITH COWORKERS.
3. CONTACT THE PARENT.

Once again, under no circumstances are you to report the suspected abuse to the parents.

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### TEACHER ATTENDANCE

**First, Be on time!** Teacher attendance is paramount to student success. **Teachers are required to stand at their classroom door or area assigned to welcome students at 8:00am.** Board policy dictates that teachers are expected to be present at least 95% of the 180 days in the school year. **Each teacher must electronically sign in Raptor and be in his/her classroom by 8:00am. Morning duty staff will report by 8:00am.** A reasonable explanation is expected from anyone reporting to work late. **The MSCS teachers' official workday is from 8:00am until 3:30pm.** Teachers and staff must contact your administrator lead Shaffer @ 901-830-3409 (1<sup>st</sup> & 2<sup>nd</sup>), Harley @ 901-230-2501 (4<sup>th</sup> & 5<sup>th</sup>), Bobo @ 901-646-1425 (Pre-K, KK & SPED), Ward @ 662-614-2094 (3<sup>rd</sup> & ESL/Resource) and Smith @ 901-810-9249 (Support Teachers) for ALL late arrivals and absences. **If you are consistently tardy to work (Excessive Tardiness), disciplinary actions will be taken. Excessive Absenteeism (below 95%) will result in disciplinary action taken as well so please be present and on time every day.**

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Please adhere to the following procedures for teacher absences:

Email your administrator lead and Ms. Owens as soon as you know that you need to be out for the day. Please let them know in the email if you are taking a personal day or a sick day (**All Personal Days must be requested and approved by the principal**). This will ensure Ms. Owens documents the absence correctly.

1. Email your administrator lead and Ms. Owens as soon as you know that you need to be out for the day. Use MSCS SmartFind Express to secure a substitute teacher for the day(s) you will be absent (See Ms. Owens).
2. Once you have informed all the proper stakeholders about your absence, email your team and your administrator lead your sub-work for the day(s) you will be out to ensure the instructional day is not negatively impacted.
3. If you are off for three or more consecutive days, please email or bring Ms. Owens your doctor's note.

#### Emergency Departure

If you have an emergency and have to leave school suddenly, you will be allowed 3 passes (such as 30 minutes to an hour), otherwise you will need to take a half day. Email your administrator lead, your team and Ms. Owens as soon as you know that you need to leave early whether it's in the morning or in the afternoon. If you are taking half day, make sure you have secured a sub for the half day. Use MSCS SmartFind Express to secure a substitute teacher for the half day you will be absent (See Ms. Owens). So here are your options: Your working hours will either be from 8:00am-3:30pm (full day), 8:00am-11:45am (half day morning), or 11:45am-3:30pm (half day afternoon).

**IF YOU KNOW YOU ARE GOING TO BE OUT, PLEASE GIVE US AN ADVANCE NOTICE OR AT LEAST A HEADS UP. PLEASE SECURE A SUBSTITUTE FOR YOUR CLASS.**

### **TEACHER AND STUDENT ACCIDENTS**

**ACCIDENTS INVOLVING ADULTS:** Report EVERY accident regardless of how minor it may seem at the time. **FAILURE TO IMMEDIATELY REPORT AN ACCIDENT INVOLVING A TEACHER MAY JEOPARDIZE YOUR CLAIM FOR WORKMEN'S COMPENSATION FOR INJURIES.**

**ACCIDENTS INVOLVING STUDENTS:** When an accident occurs during school hours, an accident report form **MUST be completely** filled out **IMMEDIATELY!** The teacher in charge when the accident occurs is responsible for filling out the report. These forms may be obtained from the office. One copy is sent to the Board of Education and one is retained in the school. **CONTACT THE OFFICE IF THE EMERGENCY TEAM IS NEEDED.**

If a student has inappropriately touched another student, **PLEASE** report immediately to Dr. Shaffer 901-830-3409.

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### **TEXTBOOKS**

The State Board of Education furnishes textbooks to all students. "Textbook Rules" must be signed by parents before any books may be issued. These books should be taken home for the student to study. As each student is issued a textbook, the student signs the card for that book (Form 14642). A book check should be held **ONCE EVERY NINE (9) WEEKS** by each teacher. Students issued books are responsible for them and should keep them in good condition. Teachers are to keep records that indicate which books (identified by numbers) are issued to the students. When a student withdraws from school, he/she must turn in all books. This return should be indicated on the student's card (Form 14642). The teachers should caution the students that the books might not be written in or defaced in any way.

### **TURNING IN SCHOOL FUNDS**

**Teachers are not to leave money in their rooms at any time.** Teachers must receipt all money collected from students in the Teacher Receipt Book. **Money should be turned in the day it is received,** to the financial secretary, **as soon as possible after the opening activities and not later than 9:15 a.m.** The secretary will issue an official receipt for monies turned in to her. Teachers should **hand deliver** their receipt books with the receipts properly completed for that day's transactions directly to the financial secretary. Failure to follow this board policy will result in a written reprimand. **MSCS DOES NOT ACCEPT PERSONAL CHECKS.**

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## VISITORS

Whenever you plan to invite someone to your class (e.g., parent, community/business leader, artist in the school), please inform the office, Ms. Mitchell. Parents and Visitors are encouraged to visit classes. To help maintain a safe environment, any parent or other visitor is required to:

- 1. Inform the teacher prior to the visit for scheduled conferences during planning time.**
- 2. Report to the office upon entering the building.**
- 3. Sign in and secure a visitor's pass from the office.**

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## ARGUMENTS

Discussions that degenerate into teacher-pupil arguments cause ill feelings on both sides. Nobody wins an argument, so keep your composure. Respond to a student's arguments respectfully and with concern, yet with authority. Do not engage in argumentative statements of your own.

## CHALLENGES

Don't challenge youngsters to misbehave. When you say, "The next person I see throwing spitballs will have to stay after school," you are challenging them to do it without being caught. Many children with a spark of spirit will try, disregarding the punishment, just for the adventure of it. It is better to say, "Those who have been throwing spitballs will stay a few minutes after school and pick them up. We don't want to leave the room in a mess."

## COMPARISON

"Why can't you be as well-behaved as your sister?" "You're the noisiest in this room!" Attempts to improve behavior by comparing a child with others rarely work. They make the child resent or even hate the "better-behaved" others. They may even inspire him to new heights of misbehavior, to show they don't care.

## CONFESSION

Don't insist that a child "confess" his wrongdoing. He'll usually deny it, adding a lie to his feeling of guilt. Is it always necessary to know who misbehaved? Chances are that the teacher has an idea who it is already, and the confession is a degrading kind of punishment rather than a sincere desire for information.

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**DISPLACEMENT**

Don't place students in the hallway as a means of punishment. Students are to be supervised by you, and that can't happen with them in the hallway.

**HUMILIATION**

Never humiliate a child by public reprimand. This will not only embitter, but also sometimes enlist the rest of the class on his/her side, against you. Great psychological injury can be inflicted on a child by belittling, ridiculing or humiliating him/her, particularly in the presence of other children. Speaking to other teachers in a public forum, concerning a child, is prohibited. In addition, all staff members must treat other adults and all children with dignity and respect.

**MASS PUNISHMENT**

BE FAIR. Don't punish the entire class for one child's misbehavior. It's like punishing an entire town for one person's crime.

**PROBLEMS**

The teacher should handle problems such as students' chewing gum, not turning in homework, throwing paper, etc. Be sure that the punishable offense was witnessed by you and was not hearsay from other students. Distraught teachers sometimes try disciplinary action that does more harm than good. Their desperate measures may work for the moment (although they can't even count on that), but the long-range effects are often greater misbehavior.

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**RESPECT**

In order to establish a professional atmosphere, it is recommended that the teachers refer to each other, members of the custodial and cafeteria staff, and all adults by the title Mr., Mrs., Miss, or Dr. instead of using first names, when in the presence of students or non-staff members.

**SARCASM**

Children don't always understand the meaning of a sarcastic remark, but they always understand its intent: to hurt their feelings. Sarcasm is never appropriate.

**THREATS**

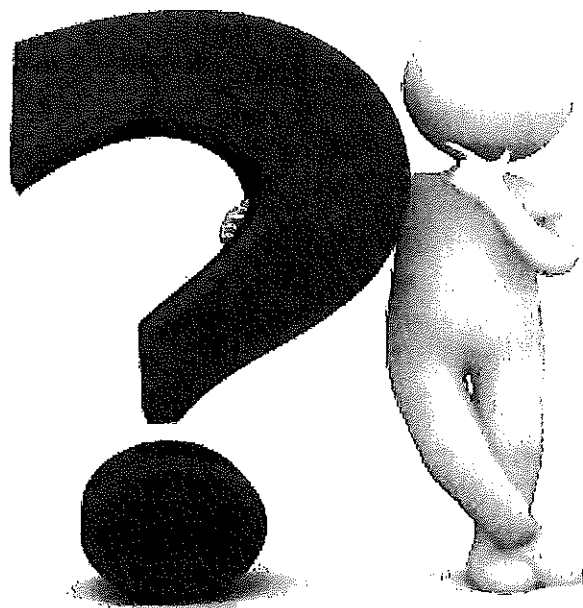
Using idle threats, as a disciplinary measure is a waste of time, says the University of Oregon's School Study Council in its publication, "Discipline Problems, and Policies as They Relate to Classroom Teacher." What will you do if the student takes your challenge? If you aren't prepared to carry out the threat, your position is weakened.

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## VOICE TONE

When talking with our students, be certain that your voice tone is the tone that you would want a teacher to use with your own elementary-aged child. A proper tone and volume must be used at all times...even when you are correcting a student or group of students who have exhibited inappropriate behavior. Terms such as, "shut-up", "get out of my face", "you'll never amount to anything", "get away from me", and other "put downs", will not be tolerated toward any child.

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