

Faculty and Staff Handbook



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SHARPE ELEMENTARY FACULTY HANDBOOK

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Greetings Team Sharpe,

I am so honored to have the opportunity to serve as the Principal of Sharpe Elementary School for the 2018-19 school year! I have served in the education community for over 19 years. My heart is anchored in providing a safe, nurturing and positive learning environment by setting high expectations for our scholars and staff. Our theme for this year is “Excellence, Nothing Less.” I look forward to continue building on the Sharpe legacy with a dedicated staff that will implement an effective educational program.

As a visionary instructional leader, I know it is extremely important to provide an enriched environment that fosters a high level of excellence in all core subject areas. We will accomplish this by creating a safe and positive learning environment focusing on the Instructional Core (teacher, student, content and task). Sharpe scholars’ experiences must be academically challenging opportunities embedded in a robust and rigorous curriculum daily.

Therefore, I will strive to ensure that we have all the support and resources needed to successfully accomplish success daily. This will be evident by planning collaborative in data driven PLC’s, executing high quality lessons that engage each scholar in reading, writing, and speaking to complex text, practicing regularly critical thinking activities, and developing reasoning and problem solving skills.

Again, I am so excited to join this team! Through hard work and dedication, I truly believe this will be a successful school year for our Sharpe Community. I look forward to pulling together as a team to striving for Excellence, Nothing Less.

Team SHARPE ... on point Eagles Excelling to Everything!

Thanks,
Ms. Cleaves

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Vision

Sharpe Elementary serves as a professional learning community where all team members are empowered to prepare productive positive scholars to be college and career ready for global success.

Mission

Our mission is to meet the individual needs of students with a curriculum that promotes research based practices. Students are provided with high quality educational experiences that encourage them to perform at their highest academic abilities. Faculty, staff, parents and community members collaborate to foster caring and creative environment that emphasize the social, emotional, physical, and intellectual development of each child.



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FACULTY WORKDAY

Pursuant to the contract between SCS and the MSCEA, teachers are expected to be on campus the entire school day — including planning periods — in order to properly supervise the students. If an emergency arises causing you to leave the campus, please contact an administrator (principal or assistant principal only) to secure permission to leave the campus. Staff members should have administrative approval before leaving the campus for personal or professional business. You must sign out and back in at the finance office. The principal must approve all personal and professional leave in advance; you may only take one personal day per semester. Please complete appropriate forms.

Teachers are to sign-in and be at their classroom door ready to supervise students or AM duty post by 8:15 a.m. on all school days. **Teachers not on duty by 8:15 a.m. are considered late; habitual tardiness to work will result in progressive discipline.** School will begin at 8:15 a.m.; student dismissal is at 3:15 p.m.. Teachers may leave at 3:30 p.m. unless there is a scheduled meeting (faculty department or committee) or planned staff development activity.

Please do not make it a habit of asking to leave school early to make appointments. For example, someone may ask to leave at 2:45 pm to make a 3:15 pm doctor's appointment. If you must leave early, you will be asked to take a ½ day absence, even though this is not encouraged.

Recognizing the importance of a total educational program in the development of students, it is agreed that before and after school activities beyond the work day are a part of a professional employee's professional responsibility (MSCEA Agreement)

- faculty, department and committee meetings
- parent conferences and meetings
- Evening and weekend programs
- Other responsibilities (detention, AM cafeteria duty,)

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Faculty Absences

In order to assist us with obtaining substitute teachers, please adhere to the following procedures for recording absences:

1. Teachers who are unable to report to work should call the substitute management service number at (901) 730-8121 **AND** notify your assigned administrator until 10:00 p.m. (day before absence) or by 5:30 a.m. (day of absence).
2. Personal days will be granted with a five-day written notification.

Teachers, it is our professional duty to fulfill the obligations of our commitment to the utmost degree. A good attendance rate of 95% is essential if we are to meet the challenges of raising student performance.

It is important for the regular classroom teacher to be present as much as possible. Teachers are expected to maintain a 95% attendance rate. Disciplinary action for attendance rates below 95% will be addressed using progressive discipline; however, emergencies in our lives do occur.

Upon your return to school from an absence, you must turn in a completed Report of Absenteeism to Ms. Kearney, Financial Secretary.

If you know in advance you are going to be absent, please fill out the TEACHER ABSENCE FORM and arrange for a substitute. Be sure to call the system as soon as you know you are going to be out. Always leave your class roll, seating chart, and lesson plans in an obvious location at your desk. Each teacher will be required to submit an emergency sub folder to Ms. Sledge . The sub folder must include: 1) 1 lesson plans, 2) class rosters for attendance, 3) copy of classroom expectations, 4) bell schedule, 5) morning/afternoon duties, and 6.) seating chart. Teacher substitute packets containing relevant instructional supplements should be made available for the substitute to use in the event of an unscheduled long-term absence. Emergency lesson plans will be updated as needed. These plans are for unscheduled absences only.

Personal days must be cleared with the Principal **48 hours** in advance of the date to be used. The proper form for personal days must be completed. Once the personal day is approved, you must secure a substitute. You can only use one (1) personal day per semester. Unused personal days will be converted to sick days.

Securing a Substitute for Teacher Absences

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A teacher absence form is included in the front office. Whenever possible, please submit the absence report form to Ms. Kearney in advance. It is imperative that you put any and all absences in the Substitute Employee Management System either by phone or via the Internet. In addition, please inform your sub of any extra duties that you may have by leaving special instructions on the system or in your box. Receiving a job number does not guarantee that someone will pick up the job. If it has not, we would appreciate you making calls to find an actual person to cover your classes. If a teacher needs to leave the school during the school day for a period extending over 1.5 hours, a half-day must be taken and sub will need to be secured. Please make every attempt possible to secure a substitute.

In addition to calling the system or entering the absence, call Ms. Cleaves at (901) 246-1844, when you are going to be absent. You may call/text between the hours of 5 a.m. to 7 a.m. and no later than 10 p.m. Contacting the financial secretary in lieu of contacting an administrator will not be accepted.

From time to time unforeseen emergencies arise during the day. If it becomes necessary for you to leave during the day, please contact Ms. Cleaves as soon as possible. Provision must be made for the supervision of the teacher's class.

It will be necessary for you to sign-out and then sign-in if/when you return. There will be a computer in the office for teachers to sign-out and back in. If the teacher is able to return before the end of that school day, the teacher is to sign back in. **TIME MISSED THROUGH TARDINESS OR OTHER TIME AWAY FROM THE BUILDING WILL ACCRUE AND WILL BE CHARGED TO THE TEACHER WHEN ONE-HALF DAY ACCUMULATES.**

Remember that if you do not secure a sub, your colleagues will have to cover for you. Your assistance and cooperation in this matter is greatly appreciated.

SUBSTITUTE MANAGEMENT INFORMATION

1. **What is SmartFind Express?** The Substitute Employment Management System (SEMS) is the telephone-based system used for entering employee absences and obtaining substitutes if needed. The WebCenter uses the SEMS system via the Internet allowing teachers to enter absences, look for substitutes, and leave text messages of any length for the substitutes.

2. **Why did Shelby County Schools implement SmartFind Express?** The desire for a Web-based system, a need for an improved reporting system, a need for direct import of absence and job data to Payroll, better communication between employees and their substitutes, easier access to jobs by substitutes and easier access to substitutes by employees.

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3. How do I use the new system? You must first REGISTER via the telephone with the SEMS system. Simply call 452-2000 (the same number as the previous system) and enter your social security number. You will then receive your unique PIN number which will then be used for: 1) all future interactions with the SEMS telephone system and 2) logging on to the Smart Find Express.

4. What do I need to log on to the SmartFind Express? The User ID for teachers is their SSN (no dashes). The User ID for substitutes is their seven digit phone number (no area code and no dash).

5. I tried using my PIN and User ID to log on to SmartFind Express, but it didn't work.

What do I do now? First, try logging in again and make sure you are entering the correct User ID and PIN. If you are still unable to log on, contact the Help Desk at 416-5390.

6. Why would I want to use the SmartFind Express to enter my absences when I can just pick up the telephone and call SEMS? There are many advantages to using Smart Find Express. You can print out a copy of an individual absence report or your absences for any period of time you designate--for the month or for the entire year. In Smart Find Express you can view the phone numbers and User ID of substitutes. And, perhaps most importantly, through Smart Find Express, you are able to leave text messages for your substitutes. These can be brief messages about the day's activities, a particular student's needs, or which students to contact for assistance. Or you can cut and paste entire lesson plans for the substitute to review prior to their arrival on campus the day of your absence.

7. Are there any limitations on the type of material I can cut and paste into the Substitute's Instructions field? Yes. You will not be able to copy tables or charts or fancy fonts or artwork. The feature has the same kind of limitations you have when copying material into a typical group wide message. Most simple Word documents will work fine.

8. How do I create an absence in SmartFind Express? Simply log on using your User ID and your PIN obtained from SEMS phone system. The "Create and Absence" screen automatically appears. Complete the required information, including reason for the absence, date of the absence, and substitute arrangements. Then click on the "Submit" button at the bottom of the page. The information you entered will be displayed for your review. If it is correct, then click on the "Create Absence" button at the bottom of the screen. The next screen will again display the details of the absence, but this time the job number will appear in RED at the top of the page.

9. Can I request a particular substitute when I am absent? Yes, both through the SEMS phone system and Smart Find Express you can specify a substitute that you want the system to search for to fill your absence. BUT requesting a substitute does not guarantee that you will get

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that substitute. The sub may already be working on that day, may be unavailable for work, or may be disqualified for work. At this time some subs have not registered with the system and will be identified as Inactive. If you want to guarantee that you have a particular substitute, you must make arrangements directly with the sub for them to work for you on the day of your absence.

10. How do I “pre-arrange” for a substitute? You may do so by contacting the substitute directly--in person, by phone or email--and verifying their availability and willingness to substitute for you on the day you are going to be absent. Once you have this agreement, it is your responsibility to create the absence either via phone or Internet, “specifying” the User ID of the substitute and indicating “yes” this substitute has already accepted the assignment.

11. Where do I find a list of the substitutes’ phone numbers? When creating an absence in SmartFind Express, there is a “Name Lookup” button for substitutes. If you select this button, you can specify the names of substitutes and then view their phone numbers.

12. How do I review an absence after I have created it? In both SEMS and SmartFind Express, you may review your absences to see or listen to the information you entered. HOWEVER, you cannot change any aspect of the absence if mistakes are discovered. If the wrong date or the wrong reason for the absence was entered, you must CANCEL the absence and enter it again correctly.

13. After I’ve created an absence, can I cancel it if I no longer need to miss work? Yes. After logging on to either SmartFind Express or the SEMS telephone system, you will have an option to review previously entered absences. Simply select the “Cancel” absence option. BUT make sure you indicate whether or not the substitute needs to be notified of the cancellation. In most cases, the answer will be, “Yes.” Only if you pre-arranged the absence with a substitute and you have already notified them of the cancellation would you say, “No,” don’t notify the substitute.

14. What are those boxes with check marks in them under the days of the week? Those days represent your “default” work schedule of Monday through Friday. Do not uncheck any of the boxes or you will be unable to request substitutes for those days of the week.

15. When I encounter any problems or have any questions about SEMS or SmartFind Express, whom should I contact? The place to start is with the documents you have been given and with the information on this Website. If the answer cannot be found among these resources, then you should contact the SEMS Help Desk at 416-5390.

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Attendance

Non-homeroom teachers are expected to be at their duty post by 8:15 AM unless otherwise indicated. Homeroom teachers are expected to be prepared to receive their students at 8:15 AM. Please assist with ushering students to class. Teachers are expected to remain on campus until the students leave (at a minimum 3:30 PM).

All staff personnel are expected to attend work daily and be in their assigned area at the appointed time willing and ready to begin classes. It is the responsibility of each teacher to adhere to the attendance policy adopted by Shelby County Schools.

TEACHER TARDINESS

All teachers are expected to be punctual. This includes arrival time at school as well as classes, faculty meetings, and lunch.

The start of the day is not the only time that punctuality is expected. We have a number of schedules that must be followed for a smooth operation. Library, Music, P.E. and lunch times must be followed. Punctuality is a professional courtesy that is expected.

Professional Dress

The school staff sets the tone for the operation of the school. **WE** are role models not only for 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 you demonstrate more than what you advocate.

PERSONAL APPEARANCE

Professional Dress is a requirement of Sharpe Elementary and is outlined in the current MSCEA/SCS agreement. Teachers are expected to model appropriate dress for our students. Shorts, backless dresses, or tops that are too form-fitting are too casual for school. Prohibited items: flip-flops, jeans (unless otherwise permitted), jogging suits(except Physical Education) and work-out clothes (unless otherwise permitted), leggings, etc.

SCS Employee Badges must worn and visible at all times during the work day.

Personal Cell Phones and Electronic Devices

Teachers, faculty and staff are directed to refrain from using their personal cell phones during instructional time. In addition, computers are not for personal use to order personal items or view inappropriate websites, which is in direct violation of SCS Policy.

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ANNOUNCEMENTS

Announcements will be made each morning at 8:25 a.m. A variety of important information is provided for students and staff and, teachers are expected to provide an atmosphere in class that is conducive for both the teacher and students to hear the announcements. If you want an announcement circulated to the various classrooms, you must submit the announcement turn to the front office by 8:00 a.m.

MAILBOXES/ EMAILS

Teachers are expected to check individual mailboxes each day. Teachers are expected to check their email accounts at least twice a day. Mail, messages, and other information are placed in boxes or sent through email each day. In case of emergency, teachers should be contacted immediately. It is suggested that mailboxes be checked before leaving for the day. Information is also posted near the teacher sign-in area. **PLEASE DO NOT SEND STUDENTS TO THE OFFICE FOR YOUR MAIL. Our Shelby County Schools mail system uses the canvas bag and is picked up around 8:00 a.m. or 8:30 a.m. daily.**

TELEPHONE CALLS

Please try to take care of your personal business before or after school hours. NO employees are to use the telephone in the kitchen office except the cafeteria manager. Health Department rules prohibit the use of this phone. Brief telephone calls may be placed on the office telephone. Incoming calls will be forwarded to your voicemail by the secretaries. Only in cases of emergencies will teachers be called from their class for a telephone call. Frequent emergencies will be subject to explanation. *THE SECRETARIES ARE NOT ALLOWED TO CALL THE CLASSROOM TO INFORM YOU OF MESSAGES. THEY ARE INSTRUCTED TO FORWARD CALLS TO YOUR ROOM. YOU ARE REQUIRED TO CHECK YOUR VOICEMAIL DAILY. NO EXCEPTIONS!!*

STAFF MEETINGS**

Please reserve WEDNESDAY afternoons from 3:35-4:35 for staff meetings. We will attempt to schedule general faculty meetings on Wednesday.

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FINANCIAL PROCEDURES

All financial operations of the school are handled through the financial secretary's office under the direction of the Principal. Financial operations are conducted in strict adherence to school district auditing practices and policies and are subject to audit at any time.

Payroll Expectation and Requirements

- **2018/2018 Changes:**
- Timesheet period will be being on Saturday and end on Friday of each week instead of Thursday through Wednesday. Upcoming payroll dates will have hard deadlines and if it is not completed on time, people **WILL NOT GET PAID** for that time period.
- Employees are required to sign in on Raptor, and out if leaving early. Hourly employees are required to sign in.
- Hourly employees are required to complete timesheet sheets daily (actual hours worked) also document 30 minutes' lunch.
- ALL employees are required to enter absences in SMARTFIND even if your position does not require a substitute, enter as NO SUB REQUIRED.
- All hourly and/or new employees need to see Financial Secretary (Ms. Kearney) to enter your information into SMARTFIND.
- ALL employees are required to email your Administrator prior to entering information into SMARTFIND and completing Absence/Leave Form.
- ALL employees are required to complete an Absence/Leave Form which will be recorded on an employee monthly report used for payroll and Admin evaluation purpose.
- Medical Excuses/Documents are required day you return to work when applicable. Turn copies into Ms. Kearney and it will placed on file .

Copiers/Printing

- Shelby County Schools Printing Requisition-BOE should be used for testing/booklet material, front/back, collated, hole punch and staple copies.
- Front office copier strictly for office staff and admin.
- Complete request form for laminator use and copies needed to support classroom needs.

Receipting Funds

Teachers must turn in their receipt book by 8:45 AM daily. Individual receipts must be prepared for each transaction. Receipt books will be issued upon request. All receipt books are

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school property and very serious consideration must be given to the care and security of each book.

Monies collected must be deposited each day with the financial secretary. These monies with the receipt book must be in the financial secretary's office by 8:45AM each day.

NEVER KEEP SCHOOL FUNDS OVERNIGHT. IT IS IMPERATIVE THAT STRICT ATTENTION IS GIVEN TO ACCURATE RECEIPTING OF SCHOOL

FUNDS. The Division of Internal Auditing audits teacher receipt books each year and it is very important to protect these books from being misplaced or stolen. Teachers are financially responsible for misplaced, stolen, or lost receipted monies.

Failure to follow this policy could result in immediate termination.

Requisitions

Each teacher is given an allocation of instructional material funds each year for the purpose of obtaining supplemental items for classroom use. All expenditures must have prior approval from the principal on a requisition form. Purchases over \$100.00 must be accompanied by three bids on the items. Purchase orders, obtained from the financial secretary, must be used for any purchase that is to be billed to the school. **DO NOT CHARGE ANY ITEM TO THE SCHOOL THAT HAS NOT BEEN PRIOR APPROVED AND FOR WHICH A PURCHASE ORDER HAS NOT BEEN ISSUED.**

Requisitions

Items ordered via the school district catalog must be ordered on a requisition form that can be obtained from the financial secretary. Please consult the financial secretary if you have any questions regarding the process of purchasing. **It is imperative that proper documentation be kept on all purchases.**

FUNDRAISING

The principal must approve fund raising activities in advance. These activities may be for clubs/organizations or other curricular groups. The specific vendors that are used in the fund raising activities must be on the Approved List that is provided by the school district. **Fund raising activities must not interfere with the regular school day activities.** By law, candy sales are restricted to before and after school. **OUTSTANDING INDEBTEDNESS OF STUDENTS SHOULD BE CLEARED UP IMMEDIATELY AFTER THE ACTIVITY. THE END OF THE SCHOOL YEAR IS TOO LATE AND PROMISES TO CAUSE THE**

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ACTIVITY TO LOSE MONEY. **Teachers are financially responsible for misplaced, stolen, or lost receipted monies.**

Fundraising Procedures

- Submit fundraising approval form to principal
- Receive permission of approval on signed and returned form
- You must receive at least 50% commission from the fundraiser
- Obtain parent permission for any student to be involved in the sale
- Keep accurate records of the sale
- Turn in money each day
- The teacher is ultimately responsible for any outstanding debts

SAFETY AND SECURITY PROCEDURES

Most Emergency Procedures are outlined in the School Emergency Management Guide. This includes:

- Lockdown • Shelter-in-place
- Room Clear • Drop, Cover and Hold
- Intruders

Lock Down Drill

In the event of a Lock down Drill, follow these procedures:

- Teachers should hold students in place and keep all students in classrooms until otherwise notified
- Lock all classroom doors — then wait for instructions from Administration All Clear
- If a student becomes disruptive and misbehaves during the procedure, immediately notify the Administration by text.

Fire Drills

Fire Drill and Evacuation Maps are to be posted in each classroom. Teachers should remind students periodically throughout the school year of all fire drill and evacuation procedures. **EVERYONE MUST EVACUATE WHEN REQUIRED.**

In the event of a fire drill, follow these procedures:

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- Teachers should be at the rear of the line; a responsible student should be at the front of the line
- Take roll book
- No running, talking, or pushing inside or outside
- Take class to location designated on map
- Shut doors
- Do not wait for other classes to leave before your leave. Move immediately using both sides of the hallway and stairwell.

Tornado Drills

In the event of a tornado drill, follow these procedures:

- Quickly move all students to the downstairs hall of your building (if you have a downstairs room, please move as far to the west end as possible; if you have an upstairs room, move your students to the east end of the downstairs)
- Take your roll book
- Close your classroom door
- Have students sit facing the interior hall way walls, away from windows
- Have students sit with their heads down, as quietly as possible
- Students in portables will move inside the main building.
- Students in cafeteria move to the downstairs of the middle of the school

If we lose power, please stay calm and try to keep your students calm. There will be someone with a two-way radio in each area of the building.

Illness

If a student become ill or is injured while at school during a bad weather drill, he/she should be brought to the main office if possible. Otherwise, the office should be notified immediately.

Medical Emergency Team

School Nurse

A school nurse will be available Monday each week. If you have concerns regarding a student's health, you may consult with the nurse.

Accident Reports

An Accident Report must be filled out on each accident at school. The teacher/staff member in charge or the first to be appraised of the accident should be responsible for furnishing

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information, completing the Accident Report, and submitting the report **ON THE SAME DAY OF THE INCIDENT** to Ms. Kearney, Financial Secretary.

VISITORS

All visitors must report to the Main Office. They must sign in and be provided a visitor's pass. Teachers are not allowed to supply visitors with any information unless the visitor has a signed pass from the office. All staff members are expected to be alert to visitors in the buildings. Do not hesitate to ask to see a person's visitor's pass. Notify the office immediately if there is any problem with a visitor or an unauthorized person in the building.

TEXTBOOKS

Textbooks inventoried and distributed by Ms. Sledge.

EQUIPMENT INVENTORY AND PROCUREMENT

All equipment is to be maintained in accordance with procedures set forth by the school district. An annual equipment inventory will be completed each spring and/or anytime deemed necessary by the principal. Any equipment owned by the school must be tagged as Shelby County Schools' Property. Whether Title I or site based funded, all equipment owned by Sharpe Elementary is for use of the school and not for personal use. Any equipment owned by the school that is to be taken off campus must be done so with the direct consent of the principal. **Equipment will be inventoried and inspected by the Library Media Specialist (Mrs. Peer) and Mr. Fisher.**

Furniture needs must be communicated to the Mr. Fisher by email. Items of furniture will be distributed in accordance to need and availability. Teachers are not to remove furniture from any other locations within the school for use in individual classrooms without approval.

CUSTODIAL SERVICES

The plant manager's (Mr. Fisher) mailbox is located on the in the front office. Requisition forms for custodial services will be available for you to complete and can be found in the same area. You may also email him and cc Ms. Cleaves on your custodial concerns. Major repairs originate from the district office and must be requisitioned by the plant manager and principal.

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CLASSROOM MANAGEMENT

Each teacher is expected to maintain appropriate learner behavior in his/her classroom. Expectations of student behavior should be distributed to each student at the beginning of each course. These expectations should be reinforced periodically throughout the school year. A copy of these your classroom expectations should be submitted to the principal by

Teachers should conduct all professional activities in a manner that would earn and maintain student respect. Students are the customers of the faculty and deserve to be treated with **CPR: courtesy, professionalism, and respect**. Teachers should expect students to be prepared and available for all learning activities.

Expectations for student-classroom behavior should be positive and realistic. Faculty members should be role models for behavior by exhibiting characteristics of adequate preparations, punctuality, enthusiasm, school spirit, and professionalism.

Teachers are expected to maintain a neat, attractive classroom that is conducive to student learning. **DO NOT COVER THE WINDOW OF THE CLASSROOM DOOR.**

Students should not be “**sent out of class unsupervised**” or told to “**get out.**” Students should not be sent to “spend the period” in the office. Any student referred to the office for disciplinary reasons should have a completed referral form. **Students should not be allowed to “stand in the hallway” unless the teacher has the ability to supervise/monitor that student.**

Inappropriate behavior such as failure to bring homework, supplies, and/or textbooks should be handled by the classroom teacher. **Repeated** violations in these categories may be referred for disciplinary action when the teacher can **document** efforts to manage the situation within the classroom.

School absentee/tardy policies must be enforced by all staff members. Consistency is necessary in order to successfully address these traditionally problem areas.

The use of **hall passes** is mandatory for all students who are out of class during instructional time. Teachers are expected to utilize hall passes each time a student is out of the classroom — even if the classroom is in close proximity to the restroom, water fountain, etc

Do not allow students in your classroom to:

- Use speakers, ear buds or Cell Phones
- Eat or drink(unless it's a planned celebration)
- Play games on your phone
- Sleep in class

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- Download music or watch YouTube on your computers

Additional information regarding discipline is included in the Universal RTIB² Plan.

10 STEP DISCIPLINE PLAN

- First Incident: Verbal Warning
Second Incident: Teacher/Student conference
Third Incident: Parental Contact- via phone or email (with response back and documented)
Fourth Incident: Develop a behavior plan
Fifth Incident: Parent conference to sign the behavior plan
Sixth Incident: Referral to Professional School Counselor
Seventh Incident: Detention Overnight suspension and parent conference with the teacher/student/admin
Eighth Incident: ISS- progressive days
Ninth Incident: Suspension- progressive days(if applicable)
Tenth Incident: Expulsion or Removal

DISCIPLINE GUIDELINES

Progressive Discipline Steps

Progressive discipline is non-negotiable and should be evident before OSS occurs. The following sequential steps must occur.

Category C (minor and non-physical) **refer to minor behavior offense chart below

Step 1 – establish and implement classroom intervention protocols that should occur prior to office visits (phone conference, change seating/setting, teacher assigned detention, loss of privileges/rewards/incentives)

Step 2 – assign detention/supervised study and parent/admin. conference

Step 3 – assign in school suspension

Step 4 – implement behavior plan and assess, monitor and revise the effectiveness of the school support

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Gradual progression of consequences must occur

Categories D & E

Step 1 – establish and implement classroom intervention protocols that should occur prior to office visits (phone conference, change seating/setting, teacher assigned detention, loss of privileges/rewards/incentives)

Step 2 – conduct parent/teacher/admin. conference

Step 3 – create and assign detention/supervised study

Step 4 – assign in school-suspension

Step 5 – implement behavior plan and assess, monitor and revise the effectiveness of the school support

OSS will never be provided for Category E offenses

Minor Behavior Offenses – Teacher Managed Behaviors

- Behaviors are managed by the **teacher** in the **classroom**.
- Consequences should help with consistency.
- Follow school-wide discipline plan.
- Teacher should consistently communicate with parents.

Teachers should not engage in a power struggles with students.

Ask yourself: Is my reaction escalating or deescalating the behavior?

MINOR BEHAVIOR OFFENSES	DEFINITION	EXAMPLES	CONSEQUENCES
Cheating/Dishonesty	Student delivers message that is untrue and/or deliberately violates rules.	Forged notes from parents, doctors, teachers. Takes or copies someone else's work and claims it to be their own	Detention with teacher Student conference
Defiance/Disrespect/ Non-compliance	Student engages in brief or low-intensity failure to respond to adult requests.	Talking back, not following directions, sleeping, ignoring teacher, refusal to complete assignment	Reteach expectations Conduct mark following each offense Detention with teacher Counselor Referral

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Disruptive	Student engages in low-intensity, but inappropriate disruption.	Intentional distractions, noises, pranks, annoying statements/questions, breaking line, making messes, throwing paper wads, tapping pencil, out of seat, passing gas	Reteach expectations Conduct mark following each offense Detention with teacher Bubby System Time out with a purpose
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.	Hats or head gear Shirts – Spaghetti strap, Open muscle tanks, See through, suggestive, profanity, low cut, exposed midriff Pants/Skirts – sagging, rips above mid-thigh, skirts or shorts above mid-thigh Shoes without a back, sliders, no shoes	Contact parent (ask parent to bring change of clothing) Contact the Counselor
Inappropriate/Language Profanity	Student engages in low-intensity instance of inappropriate language.	Put downs, taunts, or slurs of a non-offensive nature (stupid, ugly, shut up, etc.), non-aggressive profanity (slip, not directed toward anyone, or not malicious)	Detention with teacher Contact parent
Name calling	Student uses disrespectful, hurtful language.	Offensive communications targeting race, gender, faith, etc. of others.	Peer mediation Seat change Conduct mark following each offense Detention with teacher Contact parent
Physical Contact/Aggression	Student engages in non-serious, but inappropriate physical contact.	Horse play, playful grabbing, pinching, non-aggressive punching or slapping, chasing, shoving. “not keeping hands and feet to self.”	Detention Contact parent
Property Misuse	Student engages in low-intensity misuse of property.	Breaking pencils/crayons, kicking furniture, mishandling textbooks/library books/tearing up paper/assignments, handouts	Reteach expectations Conduct mark following each offense Detention with teacher Contact parent
Taunting/Teasing	Student makes inappropriate comments and/or unwanted verbal, physical, or emotional advances.	Making faces, calling other students names such as gay, fag, retard, without the receiver feeling uncomfortable or threatened	Peer mediation Seat change Conduct mark following each offense Detention with teacher Contact parent

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Technology Violation (laptop)	Student engages in non-serious but inappropriate use of computers.	Using computer time inappropriately, playing on games, listening to music, or anything resulting in off task behavior.	Remove technology for class period Remove technology for the entire school day Remove technology for a week (turn in to office)
Cell Phones	Student has cell phone out and visible and/or using cell phone	Talking on cell phone, playing with cell phone in class, bathroom, etc.	Confiscate cell phone Contact parent to come and get phone Put in an envelope and send to the office with student and parent and date received

ASSEMBLY PROGRAMS

There are many opportunities for assembly programs during the school year. Seating for assemblies is assigned by grade levels. Teachers are expected to supervise their students during assemblies. Non-homeroom teachers and support staff members expected to supervise students. Absence from responsibilities during assembly times should be with administrative approval.

Assembly Rules

- Students are to sit with their teachers for all assemblies
- During an assembly for all grades, there will be no teachers or students remaining in classrooms
- Each teacher's first responsibility is to monitor students for appropriate behavior
- Teachers will enforce these three basic rules for assembly behavior:
 - Remain quiet when entering the auditorium, throughout the program, and when leaving
 - Sit upright in your seat
 - Maintain eye contact with the speaker/performer

FIELD TRIPS

Field trips are planned experiences that provide students with insight, information, and knowledge that constitute an extension of the regular classroom instruction. Field trips must be an integral part of the curriculum and essential to the instructional process. To be educationally

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beneficial, a field trip requires a critical selection process and detailed advance preparation. The following factors are to be considered in determining the feasibility as well as planning and conducting field trips.

- the value of the activity to the class, group, and/or age level
- the correlation of the trip to actual classroom instruction
- the mode and availability of transportation
- the cost of the field trip
- the ability to ensure a safe environment
- the availability of adequate adult supervision

Field trips are categorized as either local, out of town, or out of country. Proper request forms must be completed by the teacher and have the approval of the principal 3 weeks prior to the field trip. Local field trips may be approved by the principal. However, out of town and out of country field trips require the approval of the principal and the Director of School Operations.

Transportation requests are submitted after the principal has approved the field trip.

A list of students involved in the activity must be provided to the faculty and office staff at least 3 days before the trip. Please notify the office if a student does not go on the trip.

Student permission forms are required for a student to participate in a field trip. A copy of permission forms remain on site. Information on all aspects of the field trip should be communicated to parents as soon as possible.

Students must be supervised at all times on field trips. Students must be made aware that they are representing SHARPE while on field trips and their conduct must be in accord with school expectations.

PLANNING FOR INSTRUCTION

Proper planning is the key to successful instruction. Educators are expected to engage in long-term planning and preparation. SCS Curriculum must be implemented and followed at all times. Teachers should communicate plans to students via the development and distribution of a monthly newsletter. This allows students to know what material will be covered and in which order. Assignments, both short and long term, should be included.

LESSON PLANS will be discussed on Fridays during Face to Face Meeting biweekly.

Each teacher is expected to annotate lesson plans and prepared daily

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PLANNING FOR INSTRUCTION

In planning, teachers should use a variety of teaching strategies as well as a variety of assessment tools. Learning should be active and involving. Quality work should be emphasized and displayed. Lesson planning and delivery should ensure the use of class time. Off task time is detrimental to instructional success.

INSTRUCTIONAL OBJECTIVES-White board Protocol

Instruction has a greater chance of success if the students have some idea of what it is that they are being expected to learn. I can statements should be clearly written and visible for students to see.

STUDENT RECORDS AND CLASSROOM FILES -

1. Teacher must have a file for every student in their class.
2. Every weekly progress report is to be kept on file.
3. A copy of all parent contact forms for that child is to be filed as well as notes about telephone conversations.
4. Copies of mid nine-week deficiency notices are to be filed.
5. All notes about absences, tardies, medical problems, dismissals, etc. are to be filed in the office. If attendance procedures described elsewhere in this handbook have been implemented, copies of those materials need to be filed in student's folder.
6. The teacher's copy of discipline referrals is to be kept in the file also.

HOMEWORK POLICY

Homework is defined as meaningful and quality work assigned to students that is intended to be completed during non-instructional hours. It is the policy of this school district that no more than ten percent of each nine weeks grade will be based on the evaluation of homework.

Homework should:

- reinforce principles, skills, concepts and information taught in the classroom
- be meaningful, appropriate to the ability and maturity level of students, well explained, and clearly understood by students

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- stimulate creative, logical and critical thought
- provide an opportunity for the creative application of material mastered in the classroom
- teach the students self-discipline and self-motivation regarding the responsibility and effort to complete assignments
- promote independent in-depth study of the chosen topics
- provide opportunities for broad enrichment activities
- promote wise and orderly use of time
- never be given as punishment

Teachers shall:

- create an effective system for communicating homework guidelines to parents
- design quality homework
- allow for varied learning styles by including choices in types of assignments
- set clear and compelling standards for the quality of student work
- assign homework only in those areas which have been taught and sufficiently understood so that students can complete the assignment(s) satisfactorily
- give special consideration to limiting weekend assignments and avoiding routine assignments over holiday and vacation time
- provide students with a reasonable estimate of the amount of time necessary to complete each homework assignment
- provide specific written explanation of long-range assignments so that the requirements and expectations are clearly understood by the students and their parents
- collect homework when due, assess, and provide timely and appropriate feedback

STUDENT SUPERVISION

It is the teacher's professional and legal responsibility to be sure that students are supervised at **ALL TIMES**. Scholars are to be supervised going to and from music, library, lunch, P.E. and restrooms. Scholars should **NEVER** be on the playground without adult supervision. "Adult Supervision" means within eyesight. It is not sufficient for the teacher to simply be outside at the same time the students are outside. The students should be in the teacher's eyesight at all times. **Scholars are not to be left unsupervised at any time.** Educators that leave students unsupervised may be referred to Labor Relations.

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While emergencies arise during the day necessitating brief teacher absences from the classroom; a neighboring teacher is to be alerted to your absences so they can be attentive for a potential problem.

As students pass through the halls, they are to be in a single file line. There are a number of times when there are several classes passing each other in the halls and these procedures are essential to keep down the disturbance to other classes.

AFTER-SCHOOL DETENTION

Students may be kept in after school by teachers with the following provisions:

1. Students may be kept five minutes without prior notice to the parent.
2. Parents must be notified in 24 hours in advance, in writing and approval from Ms. Cleaves. If students are should be kept more than 45 minutes after school.
3. Parents must sign students out before they are released.
4. Students attended detention session are not allowed to walk home alone.

AT NO TIME ARE STUDENTS TO BE LEFT ALONE IN THE ROOM AFTER SCHOOL.

STUDENT HOURS

Students are asked not to report to school before 8:00 a.m. and must clear the building by 3:30 p.m. unless detained by a teacher or involved in a scheduled activity. Students may enter the building at 8:00 a.m. to go to the cafeteria, but they are not to go to any other part of the building. Breakfast starts at 8:00 a.m. and ends promptly at 8:15 a.m. Students coming for breakfast **must** be in the cafeteria no later than 8:15 a.m. in order to eat.

RTI² PROCESS OVERVIEW

1. Once NWEA Maps Assessment is over and you have gotten your list of the bottom 15%, teachers will need to benchmark every child on the bottom 15% list.
 - If they have a Y by their name on the list

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- If a Y in Reading and Math, Reading takes priority

2. Benchmarks are administered on grade-level.

- Reading – easyCBM (LS, LN, PRF, Vocabulary, MCRC-Comprehension)
 - follow the Benchmark areas assessment chart to determine the areas/measures that should be given
 - drill down according to student performance if student performs below 25th percentile, see scoring tables to determine percentile
- Math – easyCBM (CCSS Math)
 - administer i-Ready benchmark if student scores below 25th percentile

Students who score above 25th percentile is considered to be on grade level (Tier 1)

- Core instruction – Good 1st Teaching

Students who score BELOW the 25th (10-24) percentile (Tier II)

- skills focused, targeted to students specific skill deficits
- 2 days per week - 30 mins. (teacher table)
- 3 days per week - 30 mins. (SCS computer-based interventions)
- Progress monitor in specific area of deficit every other week or weekly
- Minimum of 10 weekly data points to make a data based decision to change to Tier III

Students who score BELOW the 10th (0-9) percentile (Tier III)

- skills focused, intensive to students specific skill deficits
- 2 days per week - 45 mins. (SCS computer-based interventions)
- 3 days per week - 45 mins. (teacher table)
- Progress monitor in specific area of deficit every week
- Minimum of 16-20 weekly data points to make a data based decision to refer for SPED

RTI² Data Team will meet every 20-23 instructional days to complete and/or review the following: (all documentation must be completed in EdPlan)

1. **Student Intervention Plan**
2. **Parent Letter** (Increasing or Decreasing Letter, Progress Letter)
3. **Monthly Intervention Log**
4. **Parent Contact Log**
5. **Fidelity Checks (completed by member of admin. team)**

CLASSROOM OBSERVATION AND TEACHER EVALUATION

Administrators are required to visit classrooms. These visits may be scheduled or “drop in” visits. All teachers are required to have periodic evaluations. This process is mandatory each year for all teachers.

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The “TEM: Teacher Effectiveness Measure” guidelines will be utilized. The district website provides various documents for teachers that will describe this process and include forms that will be completed during the process.

PROFESSIONAL DEVELOPMENT

Professional Development opportunities occur throughout the school year, as well as, during the summer, during the school day, and after school hours. Professional development will be differentiated based on individualize and school wide needs. Keep an accurate record of any professional development activities. Educators that attend PD opportunities may be asked to present information to other staff members during PLC or faculty meetings.

ATTENDANCE PROCEDURES

All students are expected to attend school daily and to be in their assigned classes at the appointed time with the necessary books, materials, etc., so that a planned program of instruction may be carried out in an orderly manner. *It is the responsibility of each teacher to keep accurate records in all classes and homeroom.*

Attendance

Teachers will record attendance in Powerschool SMS. This should be done the first ten minutes of each block. This makes it easier for the administrative staff to keep track of students and their locations. On days that teachers are absent, teachers need to supply the substitute and front office with rosters of homeroom and each class period.

Students arriving after 8:20 AM, should be marked tardy. Any student arriving after 8:20 must get an admit to class slip and report directly to class. The teacher is responsible for handling classroom tardies until 8:20. Ms. King will make the adjustment for students arriving after 8:20.

Support teachers should keep attendance in their roll book as they would for any class. Attendance must enter accurately and is a legal document required by the State of Tennessee. You must maintain a record of attendance in the computer (SmS) Excused absences should be marked..

A student who arrives after 8:20 AM must be checked in and signed in. **Whether the tardy is excused or unexcused** will be determined in the Attendance Office.

Documentation of student absences will be recorded in Powerschool SMS.

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Only 10 excused absences are allowable for the 2018-2019 school year. An absence will be excused for any of the following reasons:

- personal illness
- serious illness or death in the immediate family
- recognized religious holidays
- approved school activity
- validated court appearance

When a student accumulates 3 unexcused absences, will be monitor by Ms. Street. Look for patterns in excused absences and/or excessive excused absences. Educators should contact the parent/guardian of any child with excessive absences (excused or unexcused). Students will be dropped after 10 consecutive absences.

A student missing class with an excused absence is expected to make up the work missed.

A student is allowed up to 3 days to complete make-up work with an excused absence.

Completion/credit of work for unexcused absences is determined by the teacher and principal and could result in a “0” for work missed.

Classroom Attendance

- Students who arrive at school after 8:20 a.m. must sign in with a parent in the front office. These students will be given an Admit Slip.
- Do not mark withdrawn students absent. New attendance rosters are should be frequently printed, so withdrawn students will drop off the class role.
- Do not mark homebound students absent; do not give grades for homebound students.
- If you give permission for one of your students to go to another teacher’s class, do not mark them absent.

Teachers are expected to check the Absentee List carefully for names of their students.

All students are expected to be in class on time. Teachers are expected to contact the parents of students who are frequently tardy to class. Upon the sixth tardy to the same class, the teacher will issue a referral for excessive tardies to the Ms. Street(school counselor) Repeat the same cycle each 9 week period.

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Early Dismissal

- Students needing dismissals during the school day must be dismissed by a parent or someone on their data form.
- Students who leave campus without signing out and following appropriate dismissal procedures are considered to have left campus without permission and will be disciplined according to school disciplinary procedures.

DISMISSAL FROM SCHOOL

Only the office has the authority to release students from school. Before a student can check out, he/she must present a note to the office. This note must be approved by the principal or secretary. **DO NOT DISMISS A STUDENT UNLESS YOU'VE BEEN PERSONALLY NOTIFIED BY THE OFFICE STAFF. YOU WILL BE HELD RESPONSIBLE FOR ANY CHILD NOT DISMISSED PROPERLY. YOU WILL BE WRITTEN UP FOR EACH INCIDENT. THE FIRST INCIDENT WILL BE KEPT ON FILE IN THE OFFICE. UPON THE SECOND INCIDENT, YOU WILL BE REFERRED TO THE BOARD OF EDUCATION PERSONNEL SERVICES. NO PARENT IS TO COME TO YOUR ROOM TO PICK UP A CHILD UNLESS NOTIFIED BY THE OFFICE OR THEY HAVE A DISMISSAL SLIP IN THEIR POSSESSION. PLEASE CHECK TO MAKE SURE YOU ARE COVERED.**

GRADING AND ASSESSMENT

POWERTEACHER

ALL TEACHER MUST USE POWERTEACHER PRO AS THE OFFICIAL GRADE BOOK WHICH INCLUDES BOTH GRADES AND TAKING ATTENDANCE.

GRADES SHOULD BE ENTERED WEEKLY. REPORTS WILL BE GENERATED EVERY MONDAY. TEACHERS WILL BE NOTIFIED IF GRADES ARE NOT ENTERED IN A TIMELY MANNER. STUDENTS MUST HAVE AT LEAST 12 GRADES PER SUBJECT EACH SEMESTER.

GREEN GRADEBOOKS MAY BE KEPTED BUT WILL NOT THE SERVE AS THE OFFICAL GRADE BOOK.

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Grading Scale

Academic:

Excellent	A	93-100
Good	B	85-92
Average	C	76-84
Low Average	D	70-75
Failing	F	69 and Below
* Incomplete	I	not a final grade

Conduct:

Excellent	E
Satisfactory	S
Needs Improvement	N
Unsatisfactory	U

Nine Week Averages

Nine week averages are to be calculated based on documented student performance using any combination of the following: class work, homework, test scores, participation, and alternative assessment strategies

Quarter Exam

Quarter 1 and Quarter 2 are calculated to begin the process to arrive at the Semester Grade.

Semester Exam

Semester averages for students are to be calculated by adding the numerical averages for the two Quarters, plus 15% of the average Semester Exam.

Final Grades

Final Grades are to be calculated by the semester grades.

Grade Policy

In effort to promote year-long engagement, provide students reteaching, test correction, re-testing, and additional assignments.

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It is expected that students will be evaluated using a variety of evaluative techniques. Whenever possible, students should be given the opportunity to express themselves in written exercises. A minimum of 12 grades should be taken each 9 weeks. Feedback should be provided on a timely basis. It is expected that parent contact be made and documented for failures.

Students should not be allowed to post grades, average grades, or have access to other student's grades.

TEACHERS RESPONSIBILITIES

- Distribute district student handbooks
- Serve as an advisor (assist students in tracking their data)
- Communication (fellow staff members, parents, administration)
- Assist with communication and record keeping
- Receive students at the beginning of each school day

Please submit the following documents the first nine weeks:

- __ 1. Substitute folder to Ms. Sledge by August 24th.
- __ 2. Failure List with documentation of parent contacts to Ms. Cleaves or Ms. Street twice per 9 weeks. Progress Reports and end of 9 weeks.

During the school year:

- __ 1. Submit Field Trip request form to Ms. Kearney 3 week days prior to trip (if local)
- __ 2. Submit Professional Leave Request to Ms. Cleaves.
- __ 3. Submit request for Personal Leave to Ms. Cleaves five days in advance.
- __ 4. Submit approval for classroom activities that include food and drink to Ms. Cleaves
- __ 5. Requisition for classroom supplies to Ms. Kearney
- __ 6. Fundraising Approval to Ms. Cleaves
- __ 7. Standard Accident form (student) to Ms. Kearney
- __ 8. Employee Accident form (teacher) to Ms. Kearney
- __ 9. Plant Manager Request form to Mr. Fisher hard copy or via email

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SCHOOL PROCEDURES

All students will remain in the classroom during the **instructional time**. Scholars must be issued a teachers' hall pass whenever they are out of class..

SCHOLARES SHOULD BE SENT DURING INSTRUCTIONAL...

- On an errand
- To deliver a message
- To retrieve pencil or paper

In case of emergencies buzz the office for assistance

EXCEPTIONS:

Students are never to be dismissed from the class without a hall pass. The hall pass must be completed by the appropriate teacher. **USE THE BUDDY SYSTEM WHEN RELEASING STUDENTS .**

CARE OF ROOMS

Please leave the *last five minutes of your daily schedule open for your class to straighten the room* and clean the chalkboards. The shades should be lowered to the top of the second window from the bottom of the sill. By doing this, the building engineer and his staff will be able to use their limited cleaning time for heavier work. Remind students that there are to be no stickers on lockers, desks, walls, etc. *Because of fire regulations, nothing is to be hung from the light fixtures.* All windows and doors should be closed and locked before at the end of the day.

SECURITY

If a teacher is going to be working after 3:30, it might be prudent to lock the classroom door for security reasons. **If a teacher is going to be working after the custodial personnel cleans that teacher's room, it is the teacher's responsibility to close the windows and lock the classroom door when he/she leaves.** Teachers on the second floor or in portable classrooms that plan on working after 5:00 p.m. **MUST** notify the lead custodial staff.

SECURITY

Do not leave your classroom door open or unlocked if you, or your class, are not in the room. It is **do not lock your room when you are in the room during the day**, but if you and your class are

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out of the room for lunch, field trips, library, music, etc. then the room should be locked. If you are working in the room after school (past 3:30) please notify the lead custodial staff and have your door locked. We all share the responsibility for building and campus security