George Washington Carver Elementary School

303 Union Springs Highway
Tuskegee, Alabama 36083

2022-2023
Faculty/Staff Handbook

#GrowAndGlowAsOne

Mr. Norman Williams, Jr., Principal
Mrs. Vishaka U. Brown, Vice-Principal
Dr. Melissa T. Williams, Superintendent

GENERAL INFORMATION

PURPOSE OF THE HANDBOOK

The school administration has compiled this manual to have a uniform procedure in the discharge of school duties, to guide new members of the faculty, and to make information relative to policies and regulations easily accessible.

We Believe:

1. All students can learn.

2. Each student is a valued individual with unique intellectual, physical, social, and emotional needs.

3. A safe and physically attractive environment enhances student learning.

4. A student's self esteem is enhanced by positive relationships and mutual respect between students and staff.

5. Clear goals and high expectations for student achievement should guide the development of the curriculum and the design of instructional strategies and learning activities.

6. Students learn in different ways and should be provided with a variety of instructional approaches to support their learning.

7. The inclusion of character education allows students to function in everyday situations.

8. Exceptional students require special services and resources.

9. Student learning is the priority of all faculty and staff.

10. Teachers, staff, administrators, parents, students, and community members share in the responsibility for providing a supportive learning environment within our school.

This handbook should be available for reference at all times.

All practices implemented in the classrooms must comply with the Macon County Board of Education policies and procedures. Please refer to the MCBOE Policy Manual or the system website.

GEORGE WASHINGTON CARVER

George Washington Carver (1860s – January 5, 1943), was an American botanist and inventor. The exact day and year of his birth are unknown; he was born into slavery in Missouri, either in 1861, or January 1864. Carver's reputation is largely based on his promotion of alternative crops to cotton, such as peanuts and sweet potatoes. He wanted poor farmers to grow alternative crops both as a source of their own food and as a source of other products to improve their quality of life. The most popular of his 44 practical bulletins for farmers contained 105 food recipes using peanuts. He spent years developing and promoting numerous products made from peanuts; none were commercially successful. He was also a leader in promoting environmentalism. He received numerous honors for his work, including the Spingarn Medal of the NAACP. In an era of very high racial polarization, his fame reached beyond the African American community. He was widely recognized and praised in the white community for his many achievements and talents.

In 1896, Booker T. Washington, the first principal and president of the Tuskegee Institute, invited Carver to head its Agriculture Department. Carver taught there for 47 years, developing the department into a strong research center and working with two additional college presidents during his tenure. He taught methods of crop rotation, introduced several alternative cash crops for farmers that would also improve the soil of areas heavily cultivated in cotton, initiated research into crop products and taught generations of black students farming techniques for self-sufficiency. Many institutions continue to honor George Washington Carver.

"Education is the key to unlock the golden door to freedom."

George Washington Carver Elementary School

Vision

Empowering students to be academically inclined, creative, flexible, and technologically sound.

Mission

The mission of George Washington Carver Elementary School is to construct partnerships between schools, parents, and the community that empower our students to develop into productive, self-motivated individuals with a life-long love for learning, by providing a safe and comfortable environment enriched with academic excellence.

Beliefs

- Students, teachers, parents and community support is essential in carrying out the school's mission.
- All students can be productive, self-motivated and successful.
- A safe and physically comfortable environment is key to promoting student learning.
- Students learn best when given challenging activities that address different learning styles.
- Technology skills are essential in broadening a student's knowledge across the curriculum.
- Diversity encourages students to develop an appreciation for various cultures.
- On-going professional development prepares teachers in providing a high quality education for students.
- Arts enhance student's knowledge of language, literacy, mathematical concepts, critical thinking, and social behaviors along with providing a method of expression.

Faculty/Staff

Faculty/Staff Name	Grade Level/Position	Email Address	Room Number (Intercom #)
Mr. Norman Williams, Jr., Principal	Principal	williamsn@maconk12.org	110 Ext. 18001
Mrs. Vishaka Uluwita-Brown	Assistant Principal	uluwitav@maconk12.org	113 Ext. 18016
Mrs. Teneshia Daniels	Counselor	danielste@maconk12.org	115 Ext 18005
Mrs. Catrice Floyd	Secretary	floydcm@maconk12.org	Ext 18002
Ms. Jada Meadows	Media Specialist	meadowsjr@maconk12.org	189 Ext. 18004
Ms. Laquita Cooks (Teara Arnold, Aux.)	Pre-K* Lead	cooksl@maconk12.org	193
Mrs. Markeetia Johnson	K	johnsonm@maconk12.org	199

Ms. Letasha Dix *	K	dixla@maconk12.org	217
Mrs. Reed-Williams	K	reedwj@maconk12.org	216
Mrs. Katrina Huguley	K	huguleykl@maconk12.org	215
Ms. Tameka Wright	K	wrightt@maconk12.org	214
Ms. Letisha Dix	1st	dixl@maconk12.org	205
Ms. Kimela Coleman	1st	colemank@maconk12.org	206
Ms. Quanesha Powell	1st	powellq@maconk12.org	207
Ms. Deidrenee Williams	1st	williamsd@maconk12.org	200
Mrs. Audrey T. Menefee *	1st	tarveraj@maconk12.org	204
Ms. Sonya Sullins	2nd	sullinss@maconk12.org	165
Mrs. Nickki Watkins *	2nd	watkinsn@maconk12.org	162
Ms. Keana Crayton	2nd	craytonk@maconk12.org	178
Mrs. Tameka Williams	2nd	williamst@maconk12.org	179
Ms. Teresa Jackson	2nd	jacksont@maconk12.org	180
Ms. Robyn Hagins	3rd	haginsr@maconk12.org	158
Mr. George Clausell, II	3rd	clausellg@maconk12.org	139
Ms. Chrystal Hough	3rd	houghc@maconk12.org	141
Ms. Tamieka Perkins *	3rd	perkinstf@maconk12.org	155
Ms. Ashley Sullins	3rd	sullinsa@maconk12.org	157
Ms. Sylvia Harris (Lenana Hunter-Jones, Aide)	Special Education	harriss@maconk12.org	197
Ms. Tammy King	Special Education	kingt@maconk12.org	171
Mrs. Autavia Porter-Harris	Physical Education	porterharrisa@maconk12.org	Gym/233
Mrs. Jolonda T. Dixon	Physical Education	jtorbert@maconk12.org	Gym/233
Ms. Akia Allen	ESL	allena@maconk12.org	116
Mrs. Sharon Minnifield	ARI-Reading Coach	minnifields@maconk12.org	121
Mrs. Natasha Sparks	Interventionist	sparksn@maconk12.org	170
Ms. Jeanetta Nunley	Interventionist	nunleyj@maconk12.org	149
Ms. Sandra Carter Ms. Catina Stinson Ms. Cleola Jeter TBA	SNP Manager/WKs	cartersd@maconk12.org	Cafeteria
Mr. Micheal Hutcherson Mr. Jamie Allen	Custodians		
Nurse Slater	Nurse		Main Office

***George Washington Carver Elementary Handbook 2022-2023**

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In conjunction with my Macon County Public Schools Manual/Handbooks.

ABSENTEEISM

FACULTY

***Please call Mr. Williams as early as you can. Please see Absenteeism.**

1. All requests for substitutes need to be made through the front office on the proper form. Teachers should submit requests for substitutes as soon as they know of absence. Substitute Needed: Contact the school's secretary. You may also call Principal, Norman Williams @ 421-9817. Requests may be made days or weeks in advance.

2. Personal leave may be used provided it does not immediately precede or follow a school holiday or another leave unless approved by the Principal (Please see the Macon County Handbook).
3. **Substitute folders and attendance sheets must be provided for a substitute for any pre-arranged absence.** Plans should be written so that they can be easily understood and followed by a substitute.
4. Other information about absence is included in the Policies and Regulations manual of the Macon County School Board.
5. **If you are going to be late to work, call the principal (334)421-9817. Do not call a co-worker to inform the office staff that you will be late.**

- In the Board Policy Manual, it states that **you are NOT to** take the day before a holiday or after a holiday unless approved by the principal and then the superintendent.

Days Accumulated: (sick/personal for certified employees)

- All teachers earn 1 sick day per month and 2 personal days per year. If you feel that you may need additional days, please join the sick bank.

Sudden Absences: A sudden absence includes any day personal or sick that a teacher does not know about ahead of time or is unplanned. (Ex. Child sick, personal illness, family member sick). **Call or text Wiliams, Brown, & Floyd** to make them aware of your absence. A leave request form must be completed the day you return from your absence(s).

STUDENT ATTENDANCE/ABSENCES

Class attendance will be entered on your classroom computer and will be transmitted to the office by 8:30 a.m. Do not take attendance not before or no later than 8:00am . Any student who brings in a "tardy slip" should be marked tardy.
Tardiness creates disruption in the classroom-learning environment and makes it difficult for children to prepare for the academic day before the morning bell. Please ensure your child is on time to school daily. Please note that an attendance referral or disciplinary measures may be imposed for continued excessive tardies.

Student Excused Absences

State law allows for absences to be excused for the following reasons:

- Parent Excuses(10 maximum)
- Illness of the student
- Death in the immediate family

- Inclement weather which would be dangerous to the life and health of the student as determined by the principal
- Legal quarantine
- Emergency conditions or extenuating circumstances as determined by the principal
- Religious holidays, upon receiving prior approval from the student's principal (the Superintendent's designee)

Student Unexcused Absences Any absence that does not fall under the category of excused absence is recorded as an unexcused absence. Any student with five (5) unexcused absences during the school year may be referred to Early Warning Intervention with the Attendance Supervisor.

In addition, absences are unexcused if the student and parent fail to provide the excused absence written statement with required information to the school officials within three (3) days (including the return date) of the student's return to school.

Written Excuse
The parent/legal custodian or guardian must provide a written explanation (excuse) to the school principal for each student's absence within three (3) days of the student's return to school.

For a student's consecutive days of absence, a parent/legal custodian or guardian may submit one written excuse. The number of days absent covered in that written excuse will be counted as individual written excuses toward the allowed maximum five (5) parent written excuses per semester.
The written excuse must include the following:

1. Written statement from the parent or doctor stating the reason for the absence
2. The date of absence(s)
3. The parent's signature

Student Withdrawal Due to Absences
The Code of Alabama § 16-28-40 defines withdrawals as "more than ten (10) consecutive days or fifteen (15) days of total unexcused absences during a single semester." A student meeting these criteria (without acceptable parent, doctor, or legal excuses) is subject to withdrawal from school.

Truancy Definition Truancy-An estimated 41% of students dropped out of school in Alabama in 2007. The major reasons that students drop out of school are poor attendance, truancy, and failure to move up in grade classification. Students must attend school (physically or virtually) to achieve. Society demands that young people are to be educated to meet the technological advances present in the world of work. The Alabama compulsory attendance laws require that all young people between the ages of six (6) and seventeen (17) attend school. The law also states that parents or guardians are responsible for their child's regular attendance and proper conduct. Parent(s)/guardian(s) must provide the child's teacher/administrator an explanation of each absence within three days after the student returns to school. If the parent or guardian fails to provide this information to the teacher/administrator, each student's absence will be recorded as unexcused or truant.
An Early Warning Truancy Prevention Program as requested by the State Department of Education and the Administrative Office of Courts was approved by the Macon County Board of Education and implemented in Macon County Schools in previous years. However, a new truancy definition provided and mandated by the Alabama Department of Education has been implemented. A phone calling system is used as a tool to reach parents regarding attendance.

The following procedures for handling truancies will be uniformly administrated throughout Macon County Schools:

1. First Truancy (Unexcused Absence)

• A parent must be contacted and provided a copy of Alabama's compulsory attendance laws upon the **first unexcused student absence**.

• Parent(s)/guardian(s) have seventy-two hours /three (3) days to respond in writing with an explanation for the student's absence. If no explanation is provided, the child is considered truant for that absence. Note: This includes virtual/non-traditional classes as well.

2. Third Truancy (Unexcused Absence)

• A parent must be notified by mail or e-mail.

3. Fifth Truancy (Unexcused Absences)

• The parent(s)/guardian(s) will be required to attend a conference at the school with the attendance officer and/or principal /designee and/or participate in an Early Warning Program conducted by the juvenile court. Attendance at these meetings is mandatory.

4. Any parent/ guardian, or child who does not attend any of the scheduled meetings will be subject to having a **complaint or petition** filed in accordance with the Code of Alabama (1975).

5. Seventh Truancy (Unexcused Absences)

• Beginning with the **seventh unexcused absence**, a petition/complaint will be filed against the parent(s)/guardian(s) and child (when age appropriate) with the Juvenile Court of Macon County.

Check-Ins and Check-Outs-Any student who arrives after school has begun must go to the designated school office area for check-in and any student who leaves early must go to the designated office area for check-out. Each school will devise procedures that will ensure compliance with this regulation. Please note that check-ins and check-outs during the school day are highly discouraged. Students will not be allowed to check into school after 12:00 p.m., excused or unexcused.

Only an individual whose name appears on the registration card can check-in the students unless the school verifies permission with the parent/guardian. Persons who pick students up may be required to present a state id/license which may be checked against state and national sexual predator registries.

Check-Ins/Check-Outs of Students:

- Check-ins are excused for the same reasons as absences.

- Check-ins and check-outs are excused for the same reason as absences. The principal has the responsibility of making decisions relating to check-outs. Such decisions shall be made in the best interest of the student when emergencies or unusual circumstances arise.

- Students must attend a minimum of one-half of the instructional day to be counted present and to participate in extracurricular activities. An early dismissal before one-half of the school day (three and one-half hours) or a check-in after one-half of the school day is counted as an absence.

- Check-ins, check-outs, and **tardies for more than 50% of the day will be considered a full day absence** from the class period missed and will be treated as any other absence.

- Students who leave school for any reason must check-out through the school office following their school's check-out procedure. Only persons whose names appear on the school's registration card may check-out students. Written permission should be given by the parent/guardian or "emergency person" shown on the school's registration card before each check-out, except in cases of sudden illness, accident, or similar incident where telephone confirmation is the only alternative.

- The Macon County Board of Education mandates state id (driver's license, state ID) must be shown and scanned upon request. In order to be excused, a written explanation for the time missed must be submitted and will follow the same guidelines for excused or unexcused

absences as outlined in the Macon County Board of Education Policy Handbook.

Morning Entry Procedures for Students-All students have a designated entry to use in the morning for entrance into school. The lateness begins five minutes after the school's official start time. Students who are late to school for the day and must report to the designated office to receive an admit slip to class. The tardy will either be classified as excused or unexcused. Students who accumulate five or more days of unexcused absences will enter the district's Attendance Intervention Initiative, which commences with a required attendance hearing. If the pattern of unexcused absences and/or tardies continues, the parent and/or student will be referred to Mrs Tracie Jackson, juvenile court, and reported to the Macon County District Attorney's Office.

Classroom Attendance-Students should be in their assigned seat and ready to work when the bell rings. They should start work on the assignment that has been designed as their bell ringer.

When coming to class tardy, students should present a tardy slip to the teacher. If the student does not have a tardy slip, the teacher should admit the student to class and complete an office referral that reflects an unexcused tardy to the office. From this point, a school administrator will deal with the student's tardiness. Teachers will maintain a record of student attendance in the district's electronic attendance program.

A simple phone call can let a family know you care about their child and indicates the teacher's interest in the student.
If teachers have a question about a student's attendance/tardies he/she should periodically check with the office and notify Administration, Mrs. Floyd, and/or Mrs. Daniels.

ACCIDENT REPORTING

ACCIDENT/On-the-Job INJURY POLICY

An employee injured while on the job shall notify his/her principal/supervisor within twenty-four (24) hours of such injury. The principal/supervisor will notify the superintendent through submission of the appropriate forms immediately following notification of the injury. If the employee is clinically unable to make such notice another person may make the required notice on behalf of the injured employee. On-the-job injury/Accident report forms are available at each work site and online at www.maconk12.org.

Form: See Appendix A

ACTIVITIES

Staff members are urged to become involved in student activities outside the regular classroom. A listing of school events, school sports, clubs, and intramurals will be provided to you. Please let us know if you're interested in participating.

AFTER SCHOOL

Students may not remain after school unless they are participating in club, class, or athletic activities under the supervision of a staff member. All after school activities will not begin until 3:30pm.

ALABAMA QUALITY TEACHING STANDARDS (AQTS)

Standard 1: Content Knowledge
To improve the learning of all students, teachers master the disciplines related to their teaching fields including the central concepts, important facts and skills, and tools of inquiry; they anchor content in learning experiences that make the subject matter meaningful for all students.
Standard 2: Teaching and Learning
To increase the achievement of every student, teachers draw upon a thorough understanding of learning and development; recognize the role of families in supporting learning; design a student-centered learning environment; and use research-based instructional and assessment strategies that motivate, engage, and maximize the learning of all students.
Standard 3: Literacy
To improve student learning and achievement, teachers use knowledge of effective oral and written communications, reading, mathematics, and technology to facilitate and support direct instruction, active inquiry, collaboration, and positive interaction.
Standard 4: Diversity
To improve the learning of all students, teachers differentiate instruction in ways that exhibit a deep understanding of how cultural, ethnic, and social background; second language learning; special needs; exceptionalities; and learning styles affect student motivation, cognitive processing, and academic performance.
Standard 5: Professionalism
To increase the achievement of all students**,** teachers engage in continuous learning and self-improvement; collaborate with colleagues to create and adopt research-based best practices to achieve ongoing classroom and school improvement; and adhere to the Alabama Educator Code of Ethics and federal, state, and local laws and policies.

ARRIVAL/DISMISSAL

Faculty Workday
Teachers are required to be physically in the building during contract hours regardless of planning time. Teachers are asked to complete errands either before or after school, preserving planning time for its intended use. In the case of an emergency requiring departure from the school during contract hours, teachers must sign out in the main office after securing approval from the principal before departing. Upon return they must sign back in. Teachers who arrive late or leave early because of school related meetings are also asked to sign in/out. Teachers who have first and last block planning are required to be on school grounds during those times. You are scheduled to be at work at 7:30 a.m. (regular duty) or 7:10 a.m. (early duty). Teachers do not leave or schedule any additional jobs(Afterschool, Extracurricular, ect…)until 3:30 p.m.

Student Daily Schedule

7:15	**Arrival begins…… students go to their assigned area/cafeteria, UNTIL the 7:40 bell sound.** **NO STUDENTS ARE ALLOWED IN THE CAFETERIA FOR BREAKFAST AFTER 7:35am unless their bus is late**
7:45	**Students are tardy**
8:00	**The office will send a tardy slip with the student to class.**
	Morning News/Announcements- ALL CLASSES ARE REQUIRED TO LISTEN!
Approx. 8:05	**Student Instruction begins.**
2:45-2:55	**Students are dismissed: 2:45**

Morning/ Afternoon Duty Assignments

*A note from a parent and approval signature form administrator is necessary if a student is changing his/her normal means of departure; otherwise, the student will go home his/her regular way.

ATTRIBUTES/ INDICATORS OF EDUCATIONAL SUCCESS

- Establish Clear Academic Goals
- Job-embedded Professional Development
- High Expectations (Love for Students)
- Safe, Orderly and Disciplined Learning Environment
- Effective Integration of Technology into the Classroom Instruction
- Rewards and Incentive for Students
- Regular and Frequent Student Progress
- Opportunities for Meaningful Student Responsibility and Participation
- Teacher Effectiveness
- Team Building
- Rewards and Incentives for Teachers
- Concentration on academic Learning Time

- Positive School Climate
- Administrative Leadership
- Well-Articulated Curriculum
- Evaluation for Instructional Improvement
- Community Support and Involvement

INDICATORS

- Student performance on standard achievement tests
- Student performance on competence tests
- Progressive confidence and support from the community
- Positive school moral
- New leaders emerging (students and teachers)
- Student success in middle and high school
- Daily student and teacher attendance rates
- Rate of suspensions and other exclusions
- Awards for outstanding school programs and teaching
- Student awards in academic and vocational competitions

HOW TO USE COMMON SENSE AND PROFESSIONAL JUDGMENT TO AVOID LEGAL COMPLICATION IN THE CLASSROOM

A. INTERACTION WITH STUDENTS

- Maintain a professional barrier between you and students. You are the adult, the teacher, and the professional; BE THE MODEL!

- Keep the classroom door open when talking with students.
- Refer students to the appropriate resource person for counseling and/or discussions about personal matters (the principal or designee).
- DO NOT flirt with STAFF/Students.
- DO NOT discuss your personal life or personal matters with students.
- DO NOT discuss your husband, wife, girlfriend, boyfriend, or dates with staff/students.
- When transporting students, coordinate transportation ahead of time, and use school or mass transportation if possible (If you must transport a student in your vehicle, ask a coworker to accompany you).
- Avoid leaving your students unsupervised; have an alternate plan of action. Yes, even when you take a restroom break!
- Keep your hands and other parts of your body to yourself.
- Use verbal praise and reinforcement.
- Know your school policies and District and State laws governing corporal punishment.
- Establish and follow a consistent behavior plan.
- Treat each student with respect. Know the student's rights.
- Chaperone only school-sponsored functions.
- DO NOT socialize with students.
- If you chaperone a field trip, put in writing what your responsibilities will be.
- DO NOT drink alcoholic beverages or smoke on campus (the community is watching).
- DO NOT take students home with you.
- DO NOT make telephone calls or write notes of a personal nature to students.

- DO NOT harass students; respect their differences. What you intend as humor may, in fact, be cultural bias or harassment.

B. RECORD KEEPING AND ACCOUNTING PROCEDURES

1. Know the laws, School Board policies, and School Board rules, and follow them.

2. Know your school policies and District and State Laws regarding collecting money, purchasing materials and equipment and follow them. Work in pairs when collecting large amounts of money.

3. Establish a policy regarding your grading system consistent with school and district policies, where applicable. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class or unit of instruction.

4. Establish a policy regarding your behavioral management system. Give a written explanation of it to students and parents at the beginning of the year or when they begin your class unit of instruction.

C. REPUTATION IN THE COMMUNITY

1. Keep your co-workers and supervisors informed; work and communicate as a team; plan and teach together.

2. Communicate with parents and document your communications.

3. Dress and act appropriately and professionally. You are a role model in the community as well as in the school; be a good example for students.

4. Use common sense and good judgment. Ask yourself how someone else could perceive your comments or actions. Ask yourself if your comments or actions could be taken out of context and/or misinterpreted.

5. Avoid putting yourself in a position where you have to defend, explain, or justify your behavior or actions. Avoid putting yourself in a position where it is your word against another person's word.

6. Maintain a professional reputation in the community. Even when you are off the job.

BELL SCHEDULE

Schedule: **See Appendix C**

BOARD MEETINGS

Scheduled Board Meeting dates are held at the Transportation Center at 5:30 p.m. unless otherwise noted. Regular meetings are usually held on the third Thursday of each month. COVID-19 mode does limit the number of participants who can enter. Masks are required.

BOMB THREAT

A bomb threat, even if later determined to be a hoax, is a criminal action. No bomb threat should be treated as a hoax when it is first received. The school has an obligation and responsibility to ensure the safety and protection of the students and other occupants upon the receipt of any bomb threat. The main office will be notified immediately if a threat is communicated either verbally or in writing. Depending on the location of the threat, evacuation may or may not be recommended. Since making a bomb threat is a criminal act, appropriate state, county, and/or local law enforcement agencies will be notified. Appropriate school and/or legal action will be taken against any student/community member who makes such a threat.

BULLETIN BOARDS

Bulletin boards can be used as a very effective teaching tool. They can also add a pleasant atmosphere to the overall classroom. Teachers are asked to keep the bulletin boards in their classrooms attractive and current. Please exhibit student work in both the classroom and hallways. Bulletin boards should be maintained on a regular basis throughout the school. Please refer to the ASSIGNED bulletin board schedule.

Schedule: **See Appendix D**

CALENDAR

Calendar: **See Appendix E-F(Academic and District)**

CARE OF FACILITIES

School loyalty and pride are indicated by the manner in which we keep our building neat and clean. Do not put any tall furniture/ artifacts in front of windows (i.e. 4 drawer filing cabinets) and keep all blinds down (This doesn't mean closed! Let the sun shine in!). Doorways should be clear of filing cabinets, bookshelves, etc.

Teachers should take the following steps before leaving in the afternoon:

1. ALL WINDOWS AND OUTSIDE DOORS SHOULD BE CLOSED AND LOCKED.
1. **Instruct students to pick up all trash, pencils, crayons, etc., that are on the floor before they leave**.

3. Lights and fans should be turned off.
4. Classroom doors must be locked and closed if the room has been vacuumed
5. Computers/Smart-panels should be turned off.
6. Teacher desk should be in order with lesson plans in view.

Keeping the room clean is the responsibility of the students, teacher, and custodians. The teacher sets the standard for the upkeep of the classroom. **An organized classroom is reflected in the students' organization!** Classrooms should be neat and attractive, with up-to-date bulletin boards that display student work.

Please discard old, faded materials. Do not keep clutter.

Use of the Facility

If a teacher wants to use the building for a class or a meeting after school hours, the principal should clear this request.

Classroom Roster/Assignments:

Teachers are not to refuse entry to any student assigned to their classes. Students will be removed from a class roll only for educational or safety reasons and only with the approval of an administrator and after consultation with the parent and the guidance counselor.

CELL PHONE USAGE

- Teachers may not have their cell phones in plain sight. Teachers and staff should use cell phones during planning time or breaks. Cell phones are not permitted to be used in the classroom during instructional time. They should only be used in case of emergencies in the building. No cell phone usage or text messaging during school hours or during meetings.

- Otherwise, cell phones must be in the off position. Teachers and staff may not use cell phones or have them when students are under their direct supervision except for emergency calls regarding the health and/or safety of the students in their care (for example, on the playground or on a field trip).

Exception: Administration has the authority to authorize teacher's use of cell phones to conduct school business.

FACULTY AND STAFF PENALTIES FOR FAILURE TO FOLLOW THE AFOREMENTIONED GUIDELINES:

- 1st Offense: Verbal Warning will be issued to the employee citing the offense.

- 2nd Offense: A written warning will be issued to the employee citing the offense. A copy of the letter shall be placed in the personnel file at the Board of Education.

- 3rd Offense: A formal letter of reprimand will be issued to the employee, which includes a conference with the principal/dean of students.

- 4th Offense: Conference with the Superintendent

CLINICAL SERVICES/ STUDENT ILLNESS

Medication for Students

The following applies to ALL medication:

1. Parents/guardians may come to school and administer medication to their child. The parent/guardian is to come to the school office, and the student will be called from class.

2. You may obtain a copy of the medication form from the nurse. The form should contain the dosage amount and number of times daily/weekly the medication should be administered.

*Prescription medicines must be brought to school in a pharmacy labeled container, with instructions on how and when medication is to be given.
*Over-the-counter drugs must be received in the original container and will be administered according to written instructions. Medications should be delivered to the school by the parent/guardian or designated person, not the student.
*The medication is to be kept in the nurse's office and administered there so that it can be documented on the daily chart.

3. Teachers should not, under any circumstances, allow students to keep or take medication in their classroom.

4. Field Trips- A teacher from each grade level should be trained in administering medication to students. A nurse must attend with the child.

Student Illness/First Aid

If the student requires first aid, please send him/her to the office. However, anytime a student receives a blow to the head or a swelling in one of the limbs, the teacher should bring the student to the office if moving the student is feasible and safe. A standard student accident report form must be completed for ALL accidents. Send a note to the office if a parent needs to be called regarding a student illness. If an accident occurs at school, please call to inform the parent/ guardian of the incident, **IMMEDIATELY.**

Clinical Form Form: See Appendix G

COMMUNICATION

CONFERENCES WITH PARENTS AND STUDENTS

1. Parent: All staff members are urged to maintain close contact with the parents of their students. This can be done by notices, telephone conversations, or conferences (no texting).
2. Student: Teachers are urged to initiate conferences with their students about class discipline problems or the student's academic progress.

***Please keep notes, documentation of time and date. This is very important when conversing with parents and students

CONFERENCE
This information can apply to our regular parent conferences as well as any other conferences during the year.

A. Beginning the Conference
1. Be pleasant and make the parent feel at ease.
2. Begin (and end) the conference with some positive comments about the student.
3. Have the rank/grade book during the conference as well as any other information relative to the student being discussed.

B. During the Conference
1. Try to put yourself in the parents' position and imagine the effects your remarks may have.
2. Be honest, but tactful.
3. Be a good listener.
4. Avoid arguments. It is usually possible to evaluate a student's progress without being critical.
5. When you offer suggestions, try to offer alternatives.
6. Maintain Professionalism, at all times.
7. Please record meeting minutes. **See Appendix H(Sample)**

Note: During the regular parental conference program, if you have good parental attendance, limit the conferences accordingly. If a parent persists in continuing the discussion, encourage them to set another appointment to continue the conversation.

CONTACT WITH PARENTS
Unless otherwise specified, GWC staff members are expected to respond to parents' concerns, email or phone calls.
***The call/response should be very positive and well thought out.

CONTACT WITH MEDIA: See MCPS Handbook

During School
Announcements - Teachers wishing to have announcements made are to hand them to the office secretary or principal in written form prior to 7:30 am. Announcements will be read during character education at the beginning of each day.
Daily Memos – Teachers, there is a daily memo sheet available in the office. Should you have information that needs to be announced at the end of the day, send the announcement, in written form, to the office secretary prior to 2:00 p.m.

Etiquette and Protocols
School administration should be abreast of any communication correspondences directed to outside agencies and system personnel regarding school matters.

Information to Parents/Newsletter/ClassDojo/Google Classroom
Calendars, newsletters, notes, etc. will be periodically sent to parents. Information to be included in the newsletter should be emailed or written to the administration. However, you must keep your parents and students informed. Please use your creative judgments in communicating with parents.

Mailboxes

Each teacher has or will have a mailbox in the faculty workroom or front office. All memoranda, notices, phone messages, and personal mail will be placed there. Please check your mail box in the morning and before leaving for the day.
Sign in and out **DAILY**. This will be monitored.

Social Media

Please be reminded of your profession in which you are employed; govern yourselves accordingly.

COPIERS

Copiers are available for teachers only; adhere to the printing times and location. Copiers should not be used for personal use. Interns and work-study students can use the school copiers once the supervising teacher has shown his/her intern how to properly operate each copier. **Use your own paper; replace borrowed paper. Please do not send students to use copy machines.**

CURRICULUM MAP

A curriculum map will be given to every student at the beginning of each course and posted on the teacher's website. This will include, but will not be limited to:

1. The academic objectives.

2. Teacher's name, email address, and planning time.

3. Grading specifications, evaluations, and procedures(ensure it aligns with MCBOE Student Code of Conduct) .

4. Class rules and expectations.

5. Materials needed.

DAILY MORNING ANNOUNCEMENTS

Cubby News link will be posted. Please begin announcements no later than 7:45am.

DISCIPLINE PROGRAM

The student code of conduct is the main document for disciplinary proceedings. There is no one-way to run a classroom. Discipline in the classroom is the primary responsibility of the teacher in conjunction with Macon County Board of Education Policy. Only in the documented case of chronic disobedience or highly disruptive behavior should a student be referred to the office.

- Each teacher is responsible for creating a classroom discipline plan. The plan should include:

6. Rules for student behavior

7. Consequences for rule violation

8. Rewards for compliance with rules

9. Methods you will use to inform students and parent of your plan

DISCIPLINE REFERRALS

Before you refer a student to an administrator for minor offenses, attempt to maintain control through classroom management strategies. These include, but are not limited to student conferences, student reprimand, loss of privileges, change of seat, parent conference, detention, counselor referral and team conferences with the student and parent.

Referral to the office should be a level II (Repeated/Excessive) and all level III offenses.

Once you have documented or provided strategies and you must refer a student to the office, follow this procedure:

1. Use the school disciplinary form (available from the school secretary/principal/ and or designee).

2. Complete the **ENTIRE Upper Portion**, including **all** actions taken. Please give dates!

3. Describe the offense as **Accurately** as possible. Do not present any information you are uncertain of. An investigation saves loss of class time.

4. Follow the due process by allowing the student to fill in their section of the referral.

5. Send the referral to the office. If the incident was/is violent or highly disruptive, you may send a student to the office.

After the administrator has completed the disposition of the referral, a copy of the action will be placed in your mailbox or personally delivered to you.

*All instructional personnel are responsible for correcting discipline problems anywhere they occur on campus.

PREVENTIVE DISCIPLINE

1.) State all classrooms rules explicitly.
2.) Rehearse all rules from time to time.
3.) Post all rules in a place where one can

- SEE THE RULES

- USE THE RULES

- REMEMBER THE RULES

4.) Avoid any and all threats.
5.) Differentiate kindness from weakness.

6.) Ensure that all rules are precise, practical and understood.
7.) Ensure that discipline is not a game of chance, but one of consistency.
8.) Demonstrate fairness.
9.) Discipline with dignity.
l0.)Recognize POSITIVE behaviors as well.

Careful planning promotes quality instruction and is also a key to good classroom management. Discipline problems are often the result of poor planning and scheduling of work. Teachers should plan their instructional program using a map of the year long curriculum content. Weekly plans and daily guides should be consistent with the plan for the total course.

DRESS CODE

All FACULTY and STAFF must follow and adhere to the Macon County Schools dress code.

PERSONAL APPEARANCE

School should be a place where students learn and adults are important role models. All staff members are expected to dress professionally, and in a way that is suitable for various assignments being performed by all members of the school community. **No denim/jeans are allowed Monday through Thursday.** On Friday, please show school spirit by wearing GWC paraphernalia and/or blue, white clothing.

Careful planning promotes quality instruction and is also a key to good classroom management. Discipline problems are often the result of poor planning and scheduling of work. Teachers should plan their instructional program using a map of the year long curriculum content. Weekly plans and daily guides should be consistent with the plan for the total course.

DUTY ASSIGNMENTS

Duty: **See Appendix I-K(Morning, Lunch, and Afterschool)**

Lunch/Duty: Faculty and staff members are expected to supervise at all times the areas of the campus in which they are located. You must sit with your students during the lunch period to ensure safety.
*Some duty assignments may be required after school.

General Suggestions/Reminders:
1. **All classrooms should be locked when teachers are out of the room**. Notify administration or the designee so that any unlocked room can be locked or supervised.
2. Walk through the assigned area or remain in the area so that you are visible to students. Help check restrooms occasionally.
4. Please become familiar with the areas of the school that are off limits.
5. Speak to every student who fails to throw away his or her trash, uses profanity, or who is otherwise acting inappropriately.
6. If you are not able to be on duty during your assignment, you must notify the principal.
7. Please read the Macon County Student and Teacher Handbooks.
8. Remember to document! It saves a lot of time.

EMAIL/WEBSITES/NEWSLETTERS

Emails:

Should be checked daily.

Grade Level Newsletters:

Each Grade level is required to send up weekly newsletters:
newsletter should include , but not limited to the following:

1. **Objectives Covered**

2. **Reminders**

3. **Updates**

Websites:

All teachers are required to develop and maintain a classroom website. This website should include information about the classroom, curriculum, special events, and other pertinent information. All assignments should be posted on the website. The website should be updated each week. Parents and students should be given the website information through your classroom correspondences. Administrators will use this information to see what you are teaching to assist with walk through visits.

FIELD TRIPS/ EXCURSIONS

Field Trip Application Forms and Permission Slips are available upon your request. Also, keep in mind the new "School Dude Process" Field trips should be scheduled to coordinate with classroom activities and the form must be submitted for approval in advance. After approval you will be given additional information to be completed and turned in to the main office. Teachers must check with the principal to get approval for each field trip before any specific plans are determined.

PROCEDURES:

1. Fill out a field trip request from at least 10 days prior to the trip. This should be done electronically in school dude

2. Teachers are responsible for contacting the transportation coordinator, Tracy Jackson, to follow-up transportation for the trip. Since transportation is not reserved until the actual form is turned in, adequate advanced planning and arrangements are necessary to ensure availability. The teacher in charge would also be well advised to contact transportation again a few days prior to the trip to confirm the arrangements.

3. On the day of the trip, teachers should leave a list of students attending, the bus number, or bus company and contact number, and teacher cell phone numbers. Teachers need to bring a list of students and their parent's contact numbers.

*Field trips are an extension of the classroom teaching/learning process.
*All field trips are to be for educational purposes.
*Anytime a teacher leaves the campus with his/her students, it is considered a field trip.
*Teachers ARE required to go on field trips with their class.

*A permission form is required from ALL students, signed by the parent/ guardian, for them to participate in field trips. If the student has not turned in a permission slip 3 days prior to the trip, the teacher will call to confirm the status with the parent/guardian. If the student remains at school, then the teacher is to leave assignments for the student to complete.
* The teacher is to make arrangements with another teacher for those students who are not participating on the trip.
*ALL field trip permission slips are to be filed, and permission slips should accompany each trip individually.

Adequate supervision is required on all field trips! The following guidelines should be followed in order to plan and implement safety procedures:

1. At least one adult for twenty children is recommended.

2. The teacher must complete a field trip form. A copy should be given to the adult supervisor and to the office. Students must be loaded/unloaded on the same bus for departure and return.

3. Enough time should be given before departure to provide adequate instruction between chaperones and the students in their groups. The chaperones and their designated students should load the bus as a group.

4. Load buses from front to back. All adults on the bus should know the three exits. There are two doors: one in the front and one in the rear; the other exit varies from bus to bus, please make sure you are aware of all three prior to your departure.

5. Teachers should notify the office of the route they intend to take.

6. Take supplies for sickness and/or minor injury. Items such as paper towels, toilet tissue, plastic bags containing wet washcloths and the first aid kit from the office. Obtain from the office any medication regularly taken by specific students during the day.

7. Special care should be taken by the teacher to check medical information for the name of any students with insect bite or sting allergies. Similar arrangements should be made for students who use asthma inhalers. Medication should be taken for them and/or instructions obtained from parents/doctor regarding treatment in case a sting or asthma attack may occur.

GRADING AND EVALUATION (REPORT CARDS, PROGRESS REPORTS, ETC.)

Report cards will be given to the students or mailed to the student's home address at the end of each grading period. See schedule of dates in the Appendix. Parents are also encouraged to contact teachers whenever they wish to inquire about their student's progress. It is the policy of the Macon County Board of Education that reports concerning student progress shall be made to the parent/guardian of all students on a regularly scheduled basis. Individual schools shall make

additional reports to the parent/ guardian of a student when, in the opinion of the principal and teacher of the student, the situation warrants such reports.

The grading scale for nine weeks evaluations is:
A = 90 100
B = 80 89
C = 70 79
D = 60 69
F = 0 – 59

Each teacher is expected to determine the comparative value of individual grades on tests, classroom assignments, homework, projects, etc., along with other learning or evaluation type exercises within accepted standards. **Grades should never be used as a means to punish a student who has misbehaved. However, a student conduct grade can be reduced.**

HOMEWORK

Homework should be relevant, consistent, and regular. We request that teachers not assign specific homework over the holidays other than longstanding assignments. Parents or students may request makeup work to be collected after the second day of an absence.

Careful planning promotes quality instruction and is also a key to good classroom management. Discipline problems are often the result of poor planning and scheduling of work. Teachers should plan their instructional program using a map of the year long curriculum content. Weekly plans and daily guides should be consistent with the plan for the total course.

INSTRUCTIONAL INFORMATION

The Macon County Board of Education requires a plan of work, as documented in daily lesson plans, to be prepared by each teacher and made available to the principal.

TEACHING METHODS

The Macon County Board of Education strongly encourages teachers to use a variety of teaching methods and materials that are consistent with sound principles of learning and with an understanding of the student needs in the classroom. All teaching methods used should be designed to allow all students to perform at the highest individual level possible. The Macon County Board of Education is expecting teachers to implement strategic teaching which emphasizes best practices as well as strategies from Lee v Macon (Make Sense Strategies).

LEAVING SCHOOL/LEAVE REQUESTS

Teachers who need to leave campus during his/her break time should get permission from Administration before signing out in the office. Please keep these trips off campus to a minimum. Please follow the school calendar when making vacation plans for family trips during the school year. Important school events should be attended by all faculty members (i.e., PTO fundraiser events, PTO). Please keep absences to a minimum. Substitutes do not provide the same valuable level of instruction that you provide!

LESSON PLANS

1. Submit to Dropbox the Sunday(no later than 11:59(p.m)) before the instructional week begins.

2. Teachers should have lesson plans visible on their desk each day.

3. Objectives should correlate with the state standards, CCRS/ACOS, etc.

(Post your objectives so they are visible to students)

4. State the objectives throughout the lesson.

5. All activities should be related to the objectives.

6. Your objective must be specific and measurable,

7. Plans should be kept in a binder.

MAINTENANCE REQUESTS

If there is a classroom situation requiring immediate attention, please fill out the proper form located in the Main Office.

Maintenance Form: See Appendix L

MEETINGS

Faculty Meetings are held on every Monday

Schedule: See Appendix M

MTSS meetings are held on Wednesdays

Schedule: See Appendix N

NON-DISCRIMINATION STATEMENT

GWC @ MCPS does not discriminate on the basis of race, color, religion, age, sex, disability, and or national origin. Questions or concerns regarding compliance with the School Division's nondiscrimination policies may be directed to the Director of Human Resources.

PARKING

1. Faculty should park in the main parking lot(the left side of the building), not behind the school, by any means.
2. Any accident involving a vehicle on campus must be reported to the office immediately.
3. GWC School nor its administration and staff assume any responsibility for theft of vehicle, vandalism, fire, or damage occurring to vehicles parked on its campus. All means, however, will be employed to apprehend any individuals involved in such incidents.

PARTIES

Parties are permitted ONLY if they are part of the education plan for the class and if the teacher has PRIOR approval of the principal. The classroom teacher must be present the day of the party.

PHYSICAL EDUCATION

Physical education is a vital part of the school curriculum so all of our students will participate. If a child cannot participate in physical education due to illness, parents must write a note, which states the reason. If the student is unable to participate for an extended period of time a doctor's excuse is required. Both notes should be given to the P.E. teacher. The P.E. teacher, along with the homeroom teacher, will make provision for this student during his/her physical education time. (Students should not be denied physical education for reasons other than illness.) The physical education teacher must **always** be aware of the reason a student is not participating in physical education.

PHYSICAL CONTACT

No Physical Contact!!!!!

Teachers are reminded that the use of physical contact/restraint of students should only be an option if, in the teacher's professional opinion, the student is a danger to himself or others. Teachers are encouraged to seek assistance and report the incident immediately to administration.

PLANNING

Effective planning is an absolute necessity for effective teaching. Grade Levels should plan together. Make sure that your newsletters are posted on your website and Class Dojo no later than the end of school day on Mondays.

PLAYGROUND/RECESS

No more than one class can be on each playground at a time. Recess time is 10 minutes daily. **Students must be supervised closely**. **All teachers have to provide full supervision**. **Most discipline problems occur during this time**. Once recess times have been determined, please adhere to your selected time. If you must change your recess time, check the master schedule to be sure. **Certified personnel must accompany Intern/lab students.** *Due to unforeseen circumstances, adjustment of your scheduled time may be necessary. **NO recess after 2:00. Not even for special rewards.**

PROFESSIONAL RESPONSIBILITIES

It is expected for everyone to complete all assigned tasks according to deadlines i.e. posting attendance, signing payroll, posting grades, turning in weekly lesson plans, attending assigned grade level meetings, correctly completing cum folders, filling out teacher conference forms, etc.

PTA

Please show your support by: We need to set an example for the parents and be active with this association by attending all PTO meetings and the other PTO sponsored events. If a teacher finds that he/she cannot attend, he/she should notify the principal ahead of time.

PTO meetings will be held in the Cafetorium, and our students will entertain those in attendance. Please encourage parents to attend by making note of the upcoming meetings in your class newsletters. **Dates of meetings will be announced.**

RESPONSE TO INSTRUCTION (RTI)

In order to meet Federal Regulations, MCPS has put into place Response to Instruction (RtI) in order to meet the needs of all students. If there is a student who is struggling to meet grade-level content standards and/or does not meet school-wide behavior expectations, interventions will be used to assist the child. Parents are to be notified and monthly progress reports will be sent home. (See information about RtI in the notebook.)

ROOM/ CLOSET UP-KEEP:

1. Teachers are expected to maintain a neat and orderly classroom.

2. Teachers should check at the end of each class to see that all paper has been picked up and that student desks are arranged in proper order.

3. Teachers should check at the end of the day to see that windows are closed and locked, lights and computers are turned off.

*****Each grade level holds the responsibility of having a clean, clutter free, and usable and workable free book closet. We will adhere to the Fire Marshall's recommendations and make the necessary adjustments.**

SAFETY

Increasingly, school employees are faced with crisis situations that demand thoughtful and immediate response. Please follow the rules of MCPS and the Safety Handbook/Plans.

Often students and faculty members leave valuables in the classroom during lunch, etc. to help protect student and faculty belongings, do not leave classrooms unlocked during these times or other extended periods of time.

SCHEDULES

The weekly schedule provides time to plan, collaborate, teach one-on-one, conference, etc. Resource teachers will also have time for planning, collaboration, and small group instruction. Remember that we need to have 90 minutes of uninterrupted instruction in reading daily, along with an additional 30 minutes of intervention for our identified struggling readers.

SEXUAL HARASSMENTS

Prohibited Conduct – Employees shall not engage in conduct constituting sexual harassment. Sexual harassment is illegal and will not be tolerated. The Board shall investigate all allegations of sexual harassment and take appropriate action against employees who engage in sexual harassment. Sanctions against employees for violation of this policy may include verbal or written warning, transfer, suspension, or termination of employment.
Definition – Sexual harassment is defined to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

- The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment, or

- Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment, or

- Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decisions affecting the employee.

SCHOOL EQUIPMENT

School equipment such as iPads, video cameras and digital cameras should not be used for personal use away from school. These items should remain housed within the school and used for school use only. At inventory time, you are responsible for verification of any of this equipment's location.

SCHOOL PLANNING DAYS/PD DAYS

Teacher workdays are scheduled in an effort to allow teacher's time to conduct various professional activities.

SCHOOL-WIDE ENRICHMENT

It is our responsibility to meet the individual needs of every student. **Keep in mind that the Alabama State standards are on the bare minimum for student achievement.** We want to challenge our students to excel! The use of student data and teacher observation will assist as homeroom teachers identify students who are in need of extra challenging work. All students will receive enrichment services in the regular classroom.

SPECIAL EVENTS

Special events are described as any and all activities that are scheduled with the purpose of providing enrichment to the regular school program. Examples of such activities include but are not limited to the following: speakers, performances, field trips, storytellers, demonstrations, etc. To coordinate the scheduling of special events, the individual teacher or grade level designee will be responsible for getting permission from the principal.

STUDENT CONFIDENTIALITY

Student information such as grades, services, records, and discipline are to be held confidential. This information should be considered personal and kept in a secure location within your classroom. This information should not be discussed with anyone that does not have direct interactions with the child on a regular basis.

Any and all notifications indicating an Macon County Schools student is involved in Juvenile Court proceedings (i.e. has a court date scheduled, is under the supervision of a probation officer or has been adjudicated CHINS, Dependent or Delinquent or any other situation deserving the intervention of legal authorities) is to be treated with strict confidentiality. This information should be considered personal information and kept in a separate folder containing only information related to court actions. Information provided through a court liaison should be considered Sensitive Information and protected with adequate levels of security. A teacher or

non-certified staff person shall never discuss the student's legal standing or hold any information about a legal procedure against the student. The student's right to privacy shall be respected. Disclosure of legal information to unauthorized personnel constitutes a violation of the Privacy Act.

STAFF EMERGENCY FORMS

At the beginning of the year, an emergency form will be provided for each staff member to fill out and return to the office to be kept on file. The purpose for this form is to ensure that immediate and safe help or medical attention is available to all staff members when needed.

STANDARDIZED TESTS

Standardized tests through the state testing program and the local school division will be administered to students at scheduled times during the year. All staff members are expected to cooperate fully.
*** Please See Testing Calendar-TBA

Cell Phones and Digital Devices during Testing

The State of Alabama strictly prohibits the possession of digital devices in any room or setting where standardized tests are being given. That includes cell phones, MP3 players, cameras, mobile entertainment, social connections, navigation devices, and any other device that can record, store, play or transmit digital information. Violating this policy will result in the invalidation of student test scores. Students required to take a state test are advised not to bring such devices to school on any day they are scheduled to take a secure test and to remain informed and compliant with school policy on such matters at all times.

STUDENT INFORMATION

The Freedom of Information Act prohibits the release of student information without a signed release from parents and students. Requests for recommendations or for confidential information which are part of the student's records should be handled with caution and should be kept within guidelines for release of information.

STUDENT SUPERVISION

Students should be supervised at all times. If students will be meeting in a classroom for any reason, an adult must be present. Students should not be left alone in a classroom for an extended period of time. Teachers requiring students to stay after school are responsible for those students. No student should be left unsupervised at any time.
****** It is important to be visible to students particularly during class change, lunch, and other times when students will be in the halls. When possible, monitor the halls between class changes. During the school day, please make sure students are not in the off limits areas. Students found in off limits areas should be reported to the administration.

Classes are not to be released early.

SUBSTITUTE

FOLDERS

Include the Following:

lesson plan, student roster, student seating chart, classroom rules/instructions, student medication/medical situation information, procedures for special classes (e.g., library, music, art), procedures for special needs classes (e.g., speech, Intervention), information regarding special duties (e.g., duty), and the name of a responsible student. It is very important that each teacher have a substitute folder with pertinent information.

This folder should contain:

- Class roll (make note of responsible student)
- Classroom rules/instructions
- Classroom Schedule
  - procedures for resource classes (e.g., library, music, art)
  - procedures for special needs classes (e.g., speech, Title 1)
- Schedule of students leaving for other classes (resource)
- Daily schedule (for students and teacher)
- Attendance report form
- Lesson plans
- Information regarding special duties (e.g., hall/bus duty)
- Emergency & Safety procedures
- Dismissal duty instructions
- "Emergency "set of plans in case you are called away suddenly-should contain enough to keep students working all day
- Seating Chart
- Student medication/medical situation information

TEACHER PERFORMANCE/ OBSERVATION

ALABAMA TEACHER OBSERVATIONS PROGRAM

General Information

The Alabama Teacher Observation Program (ATOP) is a new formative observation tool designed to assist educators in identifying areas of needs, strengths, and growth opportunities. This new tool has been developed through collaborative efforts with a taskforce of teachers, administrators, superintendents, and other educational stakeholders from across the state. The taskforce has served as an advisory group to guide this work that has been led by the Alabama State Department of Education (ALSDE) and Cognia. Through this developmental process, the tool has been field tested and piloted across the state. Additionally, it meets the *Every Student Succeeds Acts* (ESSA) federal reporting requirements, aligns with the goals identified in Alabama Achieves (Highly Effective Educators), and correlates to the Alabama Core Teaching Standards. This observation tool has been designed to observe classroom instruction during a 20-minute timeframe; the tool is not designed to serve as a stand-alone evaluation system by local education agencies (LEAs). Through the use of the formative observation tool, this instrument can assist educators with conversations regarding effective teaching practices in classrooms.

Purpose

We are so fortunate to have a staff wealth of knowledge with experience in education. This formative tool will be utilized as an important component of job embedded professional development. Demonstration lessons will be given during the year by our reading coach. She will let everyone know when and where these demonstrations will take place. We will do all we can to get classes covered for these observations. We don't need to go out of town or out of state to see excellent instruction! It is in our school building.

During the year, members of the school administrative and supervisory staff will visit classrooms and instructional areas for the purpose of observing teachers, students, and instructional activities. Students and teachers are urged to continue their normal activities and lesson plans for the day.

TEACHER WORKROOM

No students (including staff children) are allowed in the lounge/workroom at any time before, during, or after school.

Please help keep the workroom area clean and neat for the next group of teachers coming in to work. Dispose of empty coke containers in the recycle bin.

Teachers are asked to not drink canned sodas in the classroom.

TEACHERS' RESPONSIBILITIES AS PARENTS

As difficult as it can be, we must make certain that our students who are children of teachers do not receive special privileges that can be construed as unfair to other students. Therefore, please follow these guidelines:

- Your child is to remain **in** your classroom prior to the 7:05 time when all students can begin entering the building or can go to the cafetorium and be dismissed with the other students.

- **On contracted workdays/early dismissal for secondary schools, teachers are not to bring their children to work with them.**

- If your child comes to your classroom after school, he/she is to be dismissed from class at the 2:30 bell. Please have him/her remain in your classroom and refrain from wandering the halls and being in the teachers' workroom.

- Please plan for supervision/pick-up of your child on faculty meeting days. Your child may go to our Afterschool program for supervision during the meeting free of charge on this day. Please inform Mrs. Minnfield if your child will be there.

TECHNOLOGY

All teachers must sign the technology agreement. Neither mass emails nor trivial emails are to be sent to the faculty or system wide without prior consent. You are responsible for all technological devices in your classroom and it is crucial that you monitor all usage.

TEXTBOOKS/(If Necessary)

Your department is responsible for the inventory of all the books and teacher editions given to their departments. They will also maintain an accurate, uptodate inventory of all professional books issued and ensure that all new books and materials received are inventoried and numbered before they are distributed.

***Each grade level holds the responsibility of having a clean, clutter free, and usable and workable free book closet. We will adhere to the Fire Marshall's recommendations and make the necessary adjustments.

UNIVERSITY STUDENTS

Macon County receives numerous requests to host education students from local universities. Should any staff member receive a request directly, it should be forwarded to administration as all university students must be cleared by Central Office. When hosting a university student, the teacher is responsible for all requirements from the university. Teachers should provide university students with a variety of opportunities to learn and practice their skills. However, university students are never a replacement for the teacher and should be adequately supervised and monitored. Having a university student provides a wonderful opportunity to work with small groups, and provide differentiation. Keys and access codes are not to be given out to university students, nor should computer passwords. Should you have a concern about a university student, you should immediately report it to the administration. Any staff member wishing to complete a college field experience during work hours should contact administration.

VISITORS

All visitors must report to the school office and request a visitor's pass. The presence of unauthorized persons should be reported to the office.

SCHOOL PLANNING DAYS/PD DAYS

Teacher workdays are scheduled in an effort to allow teacher's time to conduct various professional activities.

VOLUNTEERS

Volunteers are a wonderful resource for our school. We will carefully screen and check each volunteer. Submit your volunteer's name, address, etc. for further checks by the Principal, Assistant Principal, and Superintendent; in addition to completing A background check which can be found the MCBOE Human Resource Department. Teachers should submit a list of adults who will chaperone trips or activities to the office at least, one week before the activity.

WORKING CONDITIONS

The Board requires that members of the staff conduct themselves in a professional manner, which helps to project the school district in a favorable light with the public. They shall treat their colleagues, students and citizens with courtesy and respect and shall communicate a sincere desire to be of assistance.
Employees shall not engage in unlawful activities or those that violate Board policy. These include, but are not limited to, reporting to work under the influence of alcohol or any other psychoactive substance, use of tobacco on school property, possession of firearms or other weapons during work hours or on school district property or causing physical, mental or emotional harm to another.

Employees are expected to abide by the established working hours and schedules, including time beyond the normal workday. Use of profanity, failure to properly execute assigned tasks and unauthorized absences are examples of behavior that are unacceptable. All employees should dress in a manner befitting a representative of the profession. Administrative staff members are expected to set model examples for others.
Staff members must submit to alcohol and drug testing if directed by the Board for reasonable cause. Selected employees must cooperate with the testing program that is authorized in the Omnibus Transportation Employee Testing Act of 1991.

This handbook is not intended to nor does it contain all rules, policies, procedures, and/or regulations that relate to students. Every effort has been made to provide parents and students with complete and accurate information. However, Macon County Public Schools(MCPS)reserves the right to change program requirements, and to modify, amend, or revoke any rules, regulations, and schedules both academic and financial.

***Subject to Change**

Lorem Ipsum