

**Forrest Road Elementary School  
Faculty and Staff Handbook  
2020-2021**

**INSPIRE CHANGE**



**Mr. Kevin Aviles, Principal**

**Ms. Carmen Weeks, Assistant Principal**

**Ms. Dorothy Tatmon, Counselor**

## **ABSENCES / ATTENDANCE (TEACHERS/STAFF)**

### Work Schedule

- Faculty (Certified) hours are from 7:00 AM- 3:45 PM.
- Paraprofessional hours are from 7:15 AM- 2:30 PM or 2:45 PM.
- You are encouraged to be at school every day.
- If you have morning duty, you should be in place by 7:15 AM.

If you are going to be **late** or **absent** from work, please consider the following as required guidelines which are expected of all employees. Please note that no absences will be approved unless you have contacted that administration by phone. Please utilize the following contact information for reporting absences:

- Call Mr. Aviles at the following times and number:
  - Hours:
    - No earlier than 6:00 a.m.
    - No later than 9:00 p.m.
  - Telephone:
    - Mr. Aviles (706) 887-1172
    - Ms. Weeks (706) 587-2479
- Pre-approved/planned absence
  - Please complete the Request for Leave Form; login to Absence Management to secure a sub if you are a classroom teacher.
- Emergency/unplanned absences
  - Please contact Mr. Aviles as stated above.
  - Log-in to Absence Management to secure a sub, if you are a classroom teacher. Provide the sub # to Mr. Aviles.
  - Support staff must report absences in Absence Management System.
- **Absences that occur over five days**
  - All employees who miss more than five days during the instructional calendar must provide medical documentation to the principal.
  - Teachers who missed five consecutive days from work must: 1) contact the principal; 2) provide medical documentation to the administration (the administration will send appropriate paperwork to MCSD Human Resources Division; and 3) the employee will follow-up with MCSD Human Resources Division once paperwork has been submitted by the administration.

Login to the Absence Management System to secure a sub if you are a classroom teacher. Provide the sub # to Ms. Crouch You must sign in and out each time you leave the building. **All employees (teachers, paraprofessionals and support staff) must add absences to Absence Management System.**

*You are on duty all day and should leave school only in the case of necessity after checking with the principal for approval of sick or personal leave. For any time that you leave before the end of the work day, you must complete an Absence Approval form and turn it in to **Mr. Aviles**.*

## Substitutes

Please understand that you are responsible for securing a substitute for your absence. If you encounter a problem with Sub-Finder, please contact the front desk by calling the school at 7:30 a.m. on the morning of your absence or prior to leaving school before your absence if the absence is planned.

## **SIGN-IN**

The school district has requested that all schools implement a sign-in policy for all staff members. Our policy calls for teachers/staff members to sign-in immediately upon arrival for work. Please consider the following as reminders in regards to this policy:

- **Every staff member must enter the building through the front main doors and must have their temperature read prior to entering the hallways.**
- Please remember to sign-in when you arrive for work each day.
- We are subject to being audited at any time; therefore, this information needs to be accurate and completed on a daily basis.
- Please make sure you sign-in prior to reporting for morning duty and/or to your classroom.
- It is extremely important that staff members do not record any information for other individuals in the building; this includes signing-in and/or recording a time.
- Certified employees are only required to sign- out in the event you leave prior to the end of the work day. Classified employees should always sign out.

## Classified Time Sheets/Certified Sign in Sheet

It is imperative that all staff members (i.e. paraprofessionals) sign in upon arrival and sign out when leaving. If Timecard Online is not working properly, then you must sign in and out using the form in the office (see secretary). You must complete the Absence Approval form and obtain approval from Mr. Aviles for all leave requests to include any partial day appointments, leaving before the end of the day, etc. You must sign in and out each time you leave the building.

## Security

- Everyone must be **out of the building by 5:30 p.m. each day.**
- The security department has encouraged us to not work late (after dark) in the buildings for safety reasons.

## **AWARENESS WALKS / WALK-THROUGHS**

From time to time the administration will conduct “awareness walks / walk-throughs”. The purpose of these walks will be to determine the following:

- Determine the instructional practices demonstrated most often by teachers at Forrest Road.
- Examine the instructional delivery mode (whole group, small group, paired, etc.).
- Identify the instructor’s role (facilitator, lecturer, monitoring, etc.).
- Evaluate student engagement (recall, textbook, worksheets, higher order responses, etc.).
- The administration will also evaluate where the school is in terms of fully operational standards-based classrooms.
- The administration will also be attempting to determine and measure the degree of implementation of the Georgia School/Teacher Keys.
- The state of the building/classroom when it comes to cleanliness and safety.
- The establishment of classroom rituals and routines conducive to learning.

- The effective use of PBIS.
- For virtual classroom, administrators will sit in on virtual lesson.

### **CAFETERIA/LUNCH**

- Please thoroughly go over expectations for the cafeteria daily with your class before going to lunch. Discuss that they should use a quiet tone of voice. They should only talk to those students who are directly to the left and right of them and directly across the table. It is understood that students need time to talk, but they also need time to eat within their 30- minute time slot. Students are to clean up their area before leaving their space (crumbs-wiped into their tray, table spills-wiped up).
- Please escort your students to the cafeteria at the scheduled lunch time. Bring your class to lunch on time, and pick them up on time. Lunch is only for 30 minutes. Idle time waiting to be picked up may lead to discipline issues.
- Students should be escorted through the lunch line by their teacher. Lunch will begin as soon as your first student walks out of the door.
- Any student who does not bring lunch from home must receive a school lunch. If you are having an activity in your classroom where food is being provided, this cannot be a substitute for lunch for a student. Please plan classroom eating after your scheduled lunch time.
- Your class will be assigned a consistent seating location during lunch; classes should sit together.
- Only Pre-K and kindergarten will eat in the cafeteria. There will be other tables throughout the building that can be used for lunch or you can eat in your classroom.

### **CLASSROOM PARTIES**

To protect uninterrupted instructional time, MCSD allows two classroom parties per school year. Each grade level may have a Christmas Party and End of the Year Party. If you would like to do something different, email Mr. Aviles.

All **student birthday parties** must be held in the cafeteria or at the picnic area near the gym.

**NO PARTIES OF THE ANY TYPE WILL BE ALLOWED AT THIS TIME.**

### **CLINIC / MEDICAL INFORMATION**

#### **Accident Reports (STUDENT)**

If a student is injured at school an accident form must be completed online through the MCSD website. *The Clinic Worker or School Nurse as well as administration must be notified of any student injury immediately.* Parent is to be notified of the accident by telephone if possible (document date, time, phone number and name of person you spoke with). If you send a note document that you tried to make telephone contact. Keep a copy for your records.

#### **Accident Reports (FACULTY & STAFF)**

- When any accident occurs (slips, trips, falls, etc.), an accident report must be completed. Please do not say that it is ok and not complete the form. This will not be acceptable.

- You cannot complete your own accident report. You must dictate what happened to the secretary, who will complete the form for you.
- You will then sign the form.

### **Medical Alert List**

- The clinic technician will compile a medical alert list once the appropriate information has been submitted by parents.
- Once you receive this list, please review closely. It is extremely important that all staff members are aware of students who have medical issues.
- Please be sure that you allow for the required medical accommodations for students as stated on the medical alert list.
- If you have any questions, please see the clinic technician.

### **CONDUCT GRADES**

- Conduct grades will be provided for all students each nine weeks using our conduct code sheet.
- Dates for entering grades will be provided each grading period.
- Please check closely each grading period to determine if you have entered a grade for each student you teach and that the grade is accurate.
- It is important that conduct grades can be supported by proper documentation. In other words, please be sure you can justify why a student received a particular conduct grade.

### **CONFIDENTIALITY**

- Comments and discussions regarding student personalities and records should only be discussed with the appropriate people in the education setting.
- Student behavior or academic concerns should not be part of public discussions.
- Professional discretion and courtesy should be used in discussing all staff and district concerns.
- Professional discretion and courtesy should be used with all potential COVID-19 cases.

### **COPY REQUESTS/PHOTOCOPIES**

- It is the intent of MCSD to enforce and abide by the provisions of current copyright laws as they affect the school district and its employees.
- Copyrighted materials, whether printed or not, should not be duplicated unless such reproduction meets “fair use” standards, or unless written permission from the copyright holder has been obtained.
- Administration does not sanction illegal duplication in any form.
- Employees who willfully disregard the district’s copyright position are in violation of board policy. They do so at their own risk and assume all responsibility.
- **Worksheets should not be a major part of the instructional day.**



### **COPY MACHINE/PRINTERS**

- Your employee number will serve as your password or user ID.
- Each teacher will be provided paper and a designated number of copies. With respect to the copies, it is certainly important to plan accordingly so that copies are not exhausted prior to the end of each designated time period.
- Please understand that copies will not be made by the front office staff; if you utilize all your copies prior to the end of the designated time period, please do not ask the office staff to make copies.
- Faculty and staff should use the copier in their area. **The office copier will be used by office staff only**, unless you have permission from Mr. Aviles or Ms. Weeks.

### **Wildcat Weekly Times**

- A weekly bulletin (**Wildcat Weekly Times**) will be issued to all staff members each Monday morning throughout the school year.
- Please read the information closely.
- Also, please closely note announcements regarding meetings, dates, deadlines, points of emphasis, etc.

### **CUSTODIAL MATTERS**

The following guidelines should be followed in regards to classroom maintenance and/or if there are concerns/needs as they relate to the cleaning/maintenance of the classroom:

- Please understand that it is important to maintain a neat and orderly classroom. Students should be required to remove paper and large items from their desks and to clean the adjacent area before leaving each day. This simple practice will allow the custodians more time to focus on cleaning and maintaining the classroom. This should be a part of your classroom routine for students.
- Be sure that pencil shavings are placed in the trash can. Do not allow students to use their personal sharpeners at their desk.
- If you have a concern and /or need in regards to the maintenance of your classroom, utilize the “Custodial Service Log” sheet. Please thoroughly complete the form, and specify your name and room number. The request cannot be properly facilitated without this information.
- Return the form to the assistant principal who will work with the custodial staff to address and resolve the concerns.
- Every staff member will be expected to assist with the wiping down and maintaining of frequently high-touch areas when students are not in the room.

### **DISCIPLINE/MANAGEMENT STRATEGIES**

Discipline and classroom management are certainly major components in terms of the overall success of the school. The school has designed and implemented a comprehensive discipline plan; however, the success of this plan begins with the classroom teacher. The administration’s expectations are that students at Forrest Road will be afforded the opportunity to experience beneficial learning activities in a safe, nurturing environment. In structuring and implementing the classroom plan, please consider the following strategies/techniques:

- Classroom management deals with the procedures that you must establish at the beginning of the school year. Students must know how you want them to begin the day, pass in papers, sharpen their pencils, line up, etc. Procedures must be rehearsed over and over again until the students do them automatically. When this happens, you have a routine. Generally, the first two weeks of school should focus on establishing your routines, as it sets the tone for the rest of your school year.

- Parent contacts should be a major component of the overall discipline plan. Many parents will assist if afforded an opportunity.
- Please keep students in class and engaged in educational activities.
- Please monitor students closely.
- It is important to develop a discipline plan that is focused more on proactive techniques rather than reactive measures.
- In regards to students who are chronic problems, please follow the steps/strategies as outlined in the Pyramid of Interventions.
- For minor discipline issues, please handle within the parameters of your classroom management plan. Please utilize the level one form for documentation purposes.
- Be prepared and in control.
- Welcome students and address them by name as they enter the classroom.
- Establish a smooth, controlled start for class (daily warm-up activities are essential).
- Students should know the routines (practice procedures) and begin working immediately.
- Follow clear and low-profile discipline steps if problems occur.
- Confrontational escalation is **never** utilized in a proactive teacher's classroom.
- Do not deliver ultimatums.
- The proactive teacher seeks to create a positive change in behavior; the teacher is hopeful that the student can stay in the classroom and not have to be sent elsewhere.
- No students should be sent to the office unless they are accompanied by an adult.

### **Supervision of Students**

- No matter what class the student is assigned to, or where they are on campus, all faculty/staff members must take responsibility for all of our students.
- Anyone who ignores or condones misconduct by students is increasing the burden on fellow faculty/staff members who are attempting to establish proper modes of behavior for students.
- All faculty/staff must see that students under his /her direction are supervised at all times. If you must leave your duty station, ask a fellow colleague, or the principal/assistant principal to cover for you until you return.
- It is extremely important that you supervise your class on the playground. This is not a time to grade papers or do any other tasks that requires your eyes to be off the students. Structured P.E. activities are required.
  - Your class should never be left unattended anywhere in the building or outside. Leaving a child in charge of a line does not negate your responsibility and liability if something happens or someone gets hurt. **Supervision is a must.**
- If a student is injured at school an accident form must be completed online through the MCSD website. ***The Clinic Worker or School Nurse as well as administration must be notified of any student injury immediately.*** Parent must be notified of the accident by telephone if possible (document date, time, phone number and name of person you spoke with). If you send a note document that you tried to make telephone contact. Keep a copy for your records.
- Crisis Team members will be utilized to monitor the quarantine room throughout the day as needed.

<h3><b><u>STUDENT DRESS CODE PROCEDURES</u></b></h3>
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All students will be expected to comply with the dress code policies. In addition, all teachers are expected to enforce the various components of the overall plan.

**ALL STUDENTS MUST BE WEARING FACE COVERINGS TO ENTER THE BUILDING.**

NOTE: Teachers throughout the building should deal with dress code violations. If you warn a student, he/she may have previously been warned by another teacher. You will have no way of knowing this; do not be concerned about students receiving too many opportunities. If all teachers enforce the policies, habitual violators will be caught and may even be subject to punishment by several teachers at the same time.

- Handling problems or violations that cannot be corrected immediately
  - Teachers should check for these problems during homeroom.
  - Students should be immediately referred to office for offenses that cannot be corrected immediately (change of clothing needed, etc.)
  - Students will be allowed to call a parent.
    - If a parent is able to bring proper clothing, the student will be allowed to change and return to class.
    - A student will be afforded an opportunity to have proper clothing brought to the school.
  - Students will be placed in time-out for a period of time if parents cannot or will not bring proper clothing to the school.

NOTE: Problems of the nature discussed above should be handled early in the day. The office will not respond to referrals of this nature once a reasonable time has elapsed in the school day. A copy of the dress code is included in the school share drive of the handbook. Please understand that this is a school district dress code; consequently, we are compelled to enforce the policies.

**DUTY ASSIGNMENTS**

We are required to provide a safe and orderly learning environment for all parties at Forrest Road Elementary School. This effort must extend to the time before and after school. Therefore, a comprehensive security plan has been developed and implemented. One component of this plan involves duty assignments. An updated plan will be provided to all staff members during pre-planning week. Please be mindful of the following in regards to duty assignments:

- If you are involved with morning and/or afternoon supervision, please report to these duties at the specified times and on a daily basis.
- If you are scheduled for morning duty on the outside of the school, please remain at the assigned location until 7:45 a.m.

**EMAIL**

- Please remember that the school district email should not be utilized for personal reasons such as announcements. This account is intended for school business only.
- Also, it is important to remember that emails are subject to being subpoenaed or to an Open Records request. This is typically the case unless the information contained in the message is attorney-client privileged. Therefore, it is very important that email is utilized in a professional manner. Please avoid making comments in emails that could possibly create problems at a later date.
- Please check your email twice daily as important messages are sent from the school and district on a continuous basis.

**ESCORTING STUDENTS**



A comprehensive plan for escorting students during the school day has been designed and should be implemented and adhered to by **all** staff members. In regards to this plan, please be mindful of the following policies and procedures:

- All teachers are expected to escort and supervise students during class changes.
- Please discuss with students the importance of keeping the noise level to a minimum and walk to the right.
- Also, please be sure that you conclude your class at the correct time in order for students to arrive at their next scheduled class (i.e. Specials, etc.) on time.

### **EVALUATION OF TEACHERS/CLASSROOM EXPECTATIONS**

- All teachers will be evaluated during the year. Administrators will complete an annual summative evaluation for each teacher by the end of April. This summary report will be based on elements of the Teacher Keys Effectiveness System (TKES). Classroom observations (walk-throughs and formative evaluations) will serve as dimension in this process.
- Please review the standards in the Teacher Keys Effectiveness System.
- In regards to classroom observations, please be mindful of the following:
  - All teachers will have a **minimum** of four classroom walk-throughs (observations) and a minimum of two formative evaluations; a summative evaluation will be completed. Additional observations may be completed at the principal's discretion.
  - Before evaluations commence, the administration will discuss expectations in regards to the posting of standards, essential questions, warm-up activity, etc.
  - As the administration conducts evaluations, the emphasis will also be on determining and measuring the implementation of the standards in the Teacher Keys Effectiveness System.
  - Administrators will also focus on and examine the instructional strategies which are utilized.
  - The administration will consider (but not limited to) the following guidelines when conducting evaluations:
    - Are **learning goals** clear to both the teacher and the students?
    - Are students **actively engaged** in their own learning?
    - Are the **readiness levels, interests, and learning styles** of the students being addressed?
    - Is **assessment for learning** guiding instruction to ensure growth for every student?
    - Teacher effectiveness will be determined based on whether students meet the standards.
    - Is student progress monitored by the teacher during the lesson?
    - Are standards posted and referenced throughout each lesson?
    - Are schedules posted outside your classroom and followed?
    - Is the classroom organized and orderly?
    - **Worksheets should not be a major part of the instructional day.**
    - *All ten standards of the Teacher Keys Effectiveness System may not be observed during a single visit; however, they must be addressed throughout the year.*
- The administration will also focus on the following:
  - Instructional delivery mode (whole group, small group, paired, etc.)

- Instructor's role (facilitator, lecturer, monitoring, etc.)
- Student engagement (recall, textbook, worksheets, higher order response, etc.)
- In regards to the evaluation process, the administration will also attempt to determine and measure the degree of implementation of the Teacher Keys Effectiveness System.

### **FAILURE WARNING LETTERS**

Teachers are required to send failure warning letters at the end of the first semester and to provide updated/new information at the conclusion of the third nine weeks. This serves as a communication tool and affords parents with necessary information and an opportunity to support the student and the teacher. Please adhere to the following guidelines when mailing warning letters for possible failures:

- Teachers should mail letters for possible failures by the end of January.
- Please provide the principal with a copy of the letter that you intend to send.
- Also, please make copies of all letters you mail for documentation purposes.
- Please utilize the pony for mailing.
- At the end of the third nine weeks, please send additional letters for new students and students who were not designated earlier as possibly failing.
- It is also a wise strategy to send updated letters for the students who were earlier designated as possible failures.
- These strategies will eliminate many of the parent questions and/or concerns at the conclusion of the school year.

### **FIELD TRIPS**

- All field trips must be approved by the principal; please gain approval prior to making plans and scheduling the trip.
- All students must present a signed permission form prior to the day of the trip. These forms may be obtained from the front office.
- Please provide all teachers with a list of students who are participating in the trip.
- Please check with the clinic worker to discuss and verify medical needs, medications, etc.
- Please make arrangements with the cafeteria manager in regards to lunch if applicable (**2 weeks in advance**).
- Discuss behavior expectations with students prior to departure; this includes bus behavior as well as behavior at the destination.
- Bus requests must be made at least two weeks prior to the trip.
- No field trips will take place this year unless they are done virtually.

### **FIRE DRILLS**

- Fire drills are scheduled by the district and will occur each month throughout the school year.
- Please review the fire/evacuation plan in the Crisis Response Handbook.
- Also, please discuss and review these procedures and the designated route with your students.
- Please take your attendance roster with you when exiting the building; furthermore, please check attendance once you reach the designated safety area.

### **GRADE LEVEL MEETINGS**

- Grade level meetings will be held each day for 30 minutes during planning time.
- Meetings will focus on pertinent school issues/concerns.
- Discussions will also revolve around GSE, instructional strategies, assessment, **data**, best practices, relevant research findings, virtual classrooms, etc.
- Copies of the minutes must be emailed to the principal, assistant principal and academic coach weekly.

## GRADES/REPORT CARDS/VERIFICATION OF GRADES

Please consider the following as important reminders in regards to grades, report cards, and verification of grades:

- Please be sure to meet all deadlines pertaining to grades.
- All teachers are required to post grades before leaving school on the designated dates.
- It is also important to verify grades before report cards are printed. Please check all grades carefully. Do not simply check to see if grades have been entered; it is also important to confirm that the displayed grades are accurate.
- Also, please check to determine if you have posted a grade for each student.
- It is also important to remember that **at least** one comment is required for all students who score a 69/ F or below in any content area. Report cards should be issued during the final academic period of the day.
- Please enclose in the report card folder any information that is placed in your mailbox for that purpose.
- Please contact parents if report card folders are not signed and returned.

### Reminders:

- Contact parents and keep them updated on their child's progress. You may utilize email, letters home, and phone calls home. Keep a log of parent contact. It is imperative we keep parents/guardians informed on a consistent basis (good calls and calls of concern). This is especially true of struggling students as we try to develop strategies to assist our students and request parental support.
- If the progress report grade is a 69/ F or below for any academic subject or conduct, a parent should be contacted by telephone and a conference scheduled. Document the conference and keep a copy on file.
- Students' progress should be monitored regularly and if they are struggling, they should be placed in the Response to Intervention tiers prior to the first report card.

## GUIDANCE

The goal of the Forrest Road Counseling Program is to assist students in their personal growth and development in an effort to help them succeed in their social, cognitive, and academic needs. It is the counselor's belief that a student's growth and needs can be facilitated with a healthy relationship between the counselor and students, teachers, parents, and administration.

- Counseling referrals may be submitted to the counselor by teachers, faculty and staff.
- Counseling referrals may be for **academic, social or personal concerns**.

## HALL PASSES

- All students are required to have a pass when he/ she is allowed to leave the classroom during scheduled class time. Passes should be used on a limited basis as students should remain in class as to not miss any instructional time.
- When students report to the clinic, please issue them a pass.
- When students are summoned to the office, please issue them a pass.



## **INTERNET/NETWORK**

In regards to utilizing the Internet, please be aware of the following guidelines:

- An Acceptable Use Policy Agreement (AUP) must be signed by both parent/guardian and the student before the student may access the Internet.
- Employees who access the Internet are also expected to adhere to the school district policies. These policies can be found in the school share drive of this handbook (See School share drive). Please be sure you have read and understood these standards for acceptable use.
- Please monitor students when they are utilizing computers.
- Students utilizing the Internet must stay within the guidelines that the teacher has established for the lesson; furthermore, these guidelines must be consistent with board policies as well as the behavior code and discipline policy.
- Students should not listen to music or watch video clips.
- Students accessing inappropriate sites should be referred to the office.
- Please do not leave Internet sites open when they are not being utilized.
- In summary, it is always important to remember that the Internet (including email) should be used for educational purposes only.



## **LEADERSHIP TEAM**

The Leadership Team meets a twice a month (Monday) to discuss data, instructional needs and to address revisions which are necessary in regards to the School Improvement Plan. The Leadership Team is composed of the following staff members:

- Principal
- Assistant Principal
- Guidance Counselor
- Media Specialist
- Academic Coach

- Special Education Department Representative
- Partner in Education Liaison
- Designated Teachers

### **LEAVING CAMPUS (TEACHERS/STAFF)**

There are instances when leaving campus during the school day becomes necessary. These situations should be kept to a minimum and should be limited to job related destinations/errands. If you need to leave for a personal reason, please see the principal prior to leaving. Also, please adhere to the following guidelines:

- Teachers should complete the form indicating the destination and reason for leaving campus.
- This should be completed **prior** to leaving.
- An administrator must sign an approval form **prior** to leaving campus.
- Give approved form to the secretary.
- Sign out on the Sign-In/Out sheet located in the front office. Record time you are leaving.
- It is also important that you sign-in upon returning to the school and also record the time.
- Leaving campus should be limited to professional responsibilities/obligations. Personal emergencies will also be considered as an approved reason for leaving campus.

**Note: Please follow the above mentioned policy closely. If these procedures are not followed, the time you are off campus will be keyed into payroll. In other words, time will be deducted from sick leave. It is also important to note that these policies are established for safety and liability concerns.**

### **LESSON PLANS**

- **Lesson plans will be due electronically every week on Friday by 8:00 a.m. to the principal, assistant principal and academic coach.**
- Your lesson plans should contain plans that consider the needs of your students (differentiation, rigor, relevance, and engagement) and follow the framework from Math Envisions and Reading Wonders.
- The GSE (Georgia Standards of Excellence) should be followed.
- Lesson Plans should be available for review by the principal or assistant principal during walk-throughs and observations. If plans are not visible, you will be asked the location. We will provide feedback or ask for a copy as needed.

### **MAILBOXES**

- All teachers are assigned a mailbox.
- Please remember to empty the mailbox on a consistent basis (check twice daily).
- If student information is placed in your mailbox, please distribute to the appropriate student.

### **Videos**

- Videos shown at school can only be those that are checked out from the Media Center.
- Videos should relate to standards currently being taught and should be reflected in your lesson plans.
- Videos should not be used for time fillers.

## MEETINGS SCHEDULE

1. Staff members must be present at each professional development session, unless excused by the principal. **Each staff member may miss one session per year, upon the approval of the principal. You are still responsible for any information that was taught during the missed session.** The following schedule represents planned meetings. Please be advised that meetings and times (begins at 3:00 pm) are subject to change. These meetings are required; a sign-in sheet along with an agenda will be available for each. Please mark these dates on your calendar (see monthly calendar) and do not schedule appointments on our meeting dates.

### Thursday Meetings: 3:00-4:30 p.m.

- 1<sup>st</sup> Thursday-PBIS Team
- 2<sup>nd</sup> Thursday-Leadership Team
- 3<sup>rd</sup> Thursday-Safety Team
- 4<sup>th</sup> Thursday- Faculty Meeting
- 5<sup>th</sup> Thursday-Vertical Team Meeting

### Grade Level Meetings

- Title I/Special Education teachers should meet when their respective grade levels meet, when possible.
- **Tuesday, Wednesday and Thursday:** Common Planning Time/Professional Development with the Academic Coach/Data Team Meeting (Math and Reading)

## OFFICE AREA

- The office area becomes extremely busy during the day. The office workers have numerous assignments and are often working diligently to meet impending deadlines. In regards to this, please do not utilize the office areas as places to meet.
- Also, please be mindful of comments that are made in the office area as they may be overheard by parents and interpreted in a negative or unintended fashion.
- In addition, please understand that the administration's desire is to be accessible for individual and/or team conferences. Please check with the office staff to determine if we are available to meet.
- Please understand that we are often involved in meetings which require privacy and may also necessitate a closed door. Please be respectful of this, and return at a later time unless there is an emergency.

## PARENT CONFERENCES

**ALL PARENT CONFERENCES SHOULD BE HELD VIRTUALLY OR BY PHONE. If there are extenuating circumstances exist for a face-to –face meeting, it must be cleared by the administration.**

Parent conferences are an essential component of building positive relationships with all stakeholders. Teachers are expected to contact parents on a consistent basis to report and discuss concerns which relate to behavior and academic performance. In addition, it is also a wise strategy to make phone calls which are intended to report positive news. When parents report for a scheduled conference, it is important that all teachers are in attendance. When scheduling conferences, please adhere to the following policies:

- The secretary receiving the request for a conference will place a message in the teacher's mailbox. The teacher is responsible for contacting the parent to schedule the conference
- When applicable, teachers should also contact Title I teachers and /or Special Ed teachers regarding the scheduling of the conference.
- If the student is self-contained, the message will be referred to the appropriate Special Ed teacher.
- If parents only wish to meet with the Art, P.E. or Music teacher, the message will be referred to that specific teacher.
- When scheduling conferences, please make every effort to accommodate the parents' requests in regards to a date and/or time.
  - If you have a conference scheduled before 7:15 a.m. (which is before parents are allowed in), please let the office know so that we can be prepared to let the parent in. If you have a conference scheduled after 3:00 PM, please be up front to let the attendees in the building. The administration may be in meetings and not available to open the door.
- These policies are primarily related to parent requested conferences. Teachers are also certainly welcome to contact the parent to request and schedule a conference.
- Please document all conferences using the Tier 1 Parent Conference Form; this documentation should include time, date, items discussed, etc. Phone calls should also be included in this documentation.

### **PERMANENT RECORDS/CUM FOLDERS**

- All records must be signed- out and in as you returned it to the file cabinet in the conference room.
- Do not leave these files unattended in your room or out of the office overnight. When returning files, make sure the contents are in the same order as they were when you removed them and in the same location within the file cabinet.
- **SWD: Only the educators providing direct instruction to a student with disabilities should sign the check-out sheet for the cumulative folder.** The educator must sign the access sheet on the front of the brown envelope with CONFIDENTIAL written on it. The educator will sign his/her name and fill in the purpose for accessing the folder. The material in the confidential folder can be viewed but not removed from the student's folder. A student's cumulative record that is checked out of the file cabinet by a staff member should be returned to the secure area before the end of the work day to avoid the possibility of loss documents. Never take students' cumulative record home or leave it in your classroom.

### **PHONES/CLASSROOM**

Intercom phones in the classrooms are intended for emergency purposes. Please utilize the phones for the following purposes only:

- A student is missing.
- A student is ill.
- A student refuses to leave the classroom when instructed to report to the office.
- A fight or an incident that involves physical aggression.
- Other situations where immediate assistance is required

### **PHYSICAL EDUCATION**

- Recess should be **no longer than 30 minutes**. Also, recess must be over **30 minutes prior to dismissal**.

- The gym will not be available when P.E. classes are scheduled. P.E. should only be once a day. Grades 1-5 will have P.E. with coach.
- Students should be supervised during P.E. It is not a time to do any type of paperwork or anything that will divert your attention from the students.
- There should be no more than two classes in the same playground area at a time.
- Only one class at a time is allowed on the playground and the teacher should give “individual “play options””.

## **PROFESSIONALISM**

- **Confidentiality**: The professional ethics of educators require no discussion of individual students and their problems in non-professional situations.
- **Dress**: Faculty/Staff are expected to dress professionally. Faculty and staff members are allowed to wear jeans on Friday. The following attire will not be permitted at any time: no crop leggings, no razor strapped tops, no low cut tops/blouses, not tank tops and no shower shoes (flip- flops). **In addition, no athletic wear will be permitted unless you are serving in the capacity of a coach in the physical education department.** The length of all dress and skirts should not be shorter than three inches above the knee. If leggings are worn, a long top or blouse that stops below the knee should accompany this attire in order to meet the guidelines established for professional and business attire.
- **Conduct**: Conduct by faculty/staff should be an example of “teaching by example.” A teacher or staff member’s language, gestures, emotional control, and mannerisms should be a model for students. Remember that visitors are in our building on a regular basis. If there is a need to reprimand a student while in the hallway, please do it in a private manner. This will prevent others from hearing your conversation. **Yelling is not acceptable unless there is an emergency, and you need to be heard.** Perceptions are very important.
- **Staff Ethics and Conduct**: Please remember that the welfare of the child is the first concern of our school and district. It is the responsibility of faculty/staff members to support programs and activities when in public. Be mindful of criticism of staff members, departments, or programs. Maintain a professional and positive tone in all forms of communication (email, phone, face-to-face) with parents.
- Staff members are to:
  - Be prompt in attendance.
  - Support and enforce board and building regulations.
  - Turn in reports, documentation, etc. on time.
  - Attend meetings as scheduled and on time.
  - Look out for the safety and welfare of all students.
  - Treat everyone with respect, both inside and outside the organization.
  - Work diligently to make a difference in the lives of students.
  - Respect the organization and the chain of command.
  - Share positive stories about the school system in the community.



- Professionalism insists that you give the organization a chance to solve problems and mediate disputes prior to going public with complaints.
- Keep updated on Board Policies. School Board Policies are online.

### **FACULTY VISITORS**

- All visitors (volunteers, family members, and friends) are expected to report to the main office and not directly to the classrooms. Visitors should not utilize the back doors at any time.
- Teachers will not be permitted to have visitors or family members during their contractual hours (this does include: pre-planning, in-service, post-planning, and early release days).
- Any visitors that are present in the classroom over fifteen minutes will be considered a volunteer. All volunteers must be approved by the administration. There must be a forty-eight-hour notice given to the administration to approve all requests.
- At this time, no visitors will be allowed in the building unless there is an emergency.

### **PROGRESS REPORTS**

- Progress reports will be distributed at the midpoint of each nine weeks; this is a school district requirement.
- It is also appropriate to provide students with more frequent progress reports when it is deemed necessary and/or beneficial to the student's academic progress.
- If parents request a weekly progress report, it is appropriate for the team to ask the parent to schedule a conference beforehand. This is not a requirement; however, it is an acceptable practice if the members of the team feel it is beneficial.

### **PROMOTION/RETENTION COMMITTEE**

- The promotion /retention committee is composed of Mr. Aviles, Ms. Weeks, Ms. Tatmon, special education representative, parent and the academic team leaders or their designee.
- This committee will meet several times during the final stages of the school year in an effort to discuss possible student failures and to make recommendations regarding student placement.

### **Multi-Tier System Support (MTSS)/S.S.T.**

In response to initiatives concerning student achievement, M.C.S.D. developed a conceptual model to serve as a guide for maximizing student achievement. The purpose of the model is to foster communication and collaboration which is designed to create a framework of instructional practices and interventions. All staff members should be familiar with the Multi-Tier System Support (MTSS) and the strategies/interventions which are represented at each tier. Teachers should also be familiar with the Student Support Team (S.S.T.) process which includes completing a referral packet. Additional information regarding the MTSS and the S.S.T. process can be found in the school share drive of this handbook.

### **SCHOOL FUNDS**

Teachers are not to collect money from students or teachers, except for authorized school projects such as school pictures. **Teachers are required to turn in all collected money to the office by the end of the business day.**

#### **STANDARDS- BASED CLASSROOM INSTRUCTIONAL FRAMEWORK/BOARD CONFIGURATION**

- All teachers are required to post, maintain, and update the information which is scheduled on the board configuration.
- The board configuration should include the following:
  - Georgia Standards of Excellence – GSE
  - Essential Question (s)
  - Do Now
- With respect to the standard(s), please remember that this should be in written terms; do not use only the standard number.
- Information related to the framework and board configuration is included in the school share drive of this handbook.

#### **STUDENT ATTENDANCE (RECORDKEEPING)**

It is extremely important that we maintain accurate and timely attendance records for our students. These records are also critical in regards to security and safety issues. We must be consistently diligent in our efforts to know our students' whereabouts throughout the day. Please be mindful of the following policies:

- Please check attendance closely each morning.
- Homeroom attendance should be resolved as quickly as possible; please attempt to have this process completed by 8:00 am.
  - When students are absent, the parent should send a note explaining the reason within three days of the absence. Only absence reasons stated in the MCS D policy will be excused (family vacations are not excused). If a note is not brought in the day the student returns, contact the parent by phone to request an excuse.
- Please leave specific instructions for substitutes. Subs should utilize the homeroom attendance folder, and submit to the attendance clerk at the conclusion of homeroom.
- If you notice attendance discrepancies during the day, please contact the front office immediately.
- Also, please check attendance **throughout the day**; this is imperative if we are to discover students who may be skipping class. Again, please contact the front office immediately to report any discrepancy.

#### **SUBSTITUTE FOLDER/ Absence Management**

##### Substitute Binder

It is extremely important that **all** teachers have an emergency substitute binder in their classroom. Please be mindful that the folder should consist of the following items:

- Lesson plans that cover a **minimum of five days** for each subject taught. The plans should be detailed and easy to follow. Please note that these plans are intended for emergencies only and are not for routine/scheduled absences.
- Classroom Procedures and Information
- Classroom Roster

- Classroom Seating Chart
- Lunch and Attendance Form Instructions and Forms
- Classroom Schedule
- School Map
- Emergency Procedures
- PBIS Information and Office Referrals
- Student Medical information
- Student Dismissal-How do I get home from school?
- Dismissal Procedures
- Morning and Afternoon Duty Schedule
- A Note from the Substitute Teacher-How their day went!

## **SUPERVISION / MOVEMENT OF STUDENTS**

- It is essential that we closely supervise and monitor our students while they are at school and during extracurricular activities. Please consider the following reminders as essential components and expectations in regards to supervision of students. This is our responsibility; we must take the charge seriously and with great attention to attention.
- It is always important to keep students involved and engaged in learning/educational activities; do not allow opportunities for misbehavior.
- Please supervise/monitor students closely while they are in lunch.
- Please monitor students during class changes.
- Please be mindful of students who remain after school for tutoring, make-up work, and/or detention. It is important to be sure these students have left the building when they are released. Inform parents of the release schedule, and adhere to the schedule.
- If you are assigned morning and/or afternoon duty, please report to the assigned duty areas on a daily basis at the designated time.
- Please keep students in class as much as possible; moreover, issue a pass each time students are allowed to leave the classroom.
- It is important to closely adhere to the school plan for escorting students to class. All teachers should be involved in this process.
- Please follow the procedures for releasing students in the afternoon.
- Please contact the front office if you observe unauthorized visitors on the campus.
- If you are involved with an activity which occurs after school, please inform parents of the ending time and closely adhere to this schedule. It is important to remain with students until their ride arrives. If parents are late in picking up their child, please discuss this issue with the parent.
- Please check attendance periodically throughout the day; this is important if we are to discover students who may be skipping class. Again, please contact the front office immediately to report any discrepancy.
- Please inform the office if you temporarily take your class to another location other than what is on your schedule. This makes finding students and teachers easier.

## **TARDIES**

### Morning/To School

- All students who are tardy to school must check in through the main office.
- Students are considered tardy if they are not in their assigned class by 8:00 a.m.

- The office secretary or clerk will handle entering the tardy in Infinite Campus; teachers will need to record the tardy in their homeroom attendance folder.
- Students will be issued a pass once they have checked in at the front office.
- The attendance flow chart will provide guidance on how to address excessive tardiness.

## TEACHER OF THE YEAR

Forrest Road participates in the Teacher of the Year program which is sponsored by the Muscogee Educational Excellence Foundation. The nomination process is generally conducted in October each year. Once nominations are made, the three candidates with the highest number of nominations will be submitted to the professional staff for voting. The teacher with the highest number of votes is recognized as Forrest Road's Teacher of the Year. The following represents the list of criteria as established by the Muscogee Educational Excellence Foundation:

- Criteria:
  - Minimum of three years teaching experience
  - Has the respect of faculty and staff
  - Has the respect of parents
  - Has the respect of students
  - Enthusiastic
  - Demonstrates excellent interpersonal skills
  - Demonstrates excellent verbal and written communication skills
  - Maintains excellent classroom management
  - Translates curricular objectives into interesting and meaningful lessons for students
  - Assumes other responsibilities at the school and system level
  - Involved in the community
  - Actively participates in professional growth activities
  - Plans to continue in active teaching status

## TIME SCHEDULE

- Please follow the school bell schedule throughout the day. Instruction begins at 8:00 a.m. and ends at 2:30 p.m.
- This is also applicable to designated lunch times. We need to complete our lunch schedule at the established ending time as the cafeteria employees are paid by the hour and must finish their shift as scheduled.
- Bells are scheduled to ring at certain times during the day; these times represent when a particular class should conclude. Please **do not** release/escort students until the bell sounds.

## TORNADO DRILL

It is important that all school employees are prepared to handle emergency situations. Our regional area is certainly prone to severe weather and tornadoes; consequently, it is essential that we participate in drills which serve to prepare us to handle a crisis or emergency. The procedures for a tornado drill/severe weather are included in the Crisis Response Handbook. The following list represents several of the major components of the plan:

- We will participate in the statewide drill which is held each November and February.

- The procedures/maps/locations are included in the Crisis Response Handbook.
- Please inform your students of the designated reporting area for your classroom.
- Please remind and advise students of the following:
  - Move quickly and quietly to the designated location.
  - Students must sit in the kneeling position facing the wall.
  - Students need to remain quiet until the “all clear” command is issued.
- If the drill/emergency occurs during your planning period, please report to the area where your class would report if in session.
- This year, tornado drills will be conducted in stages.

## PARENT VISITORS

Please consider the following as the official school policy as pertaining to visitors on campus; it is important to understand that this applies to anyone visiting the campus. We certainly encourage parents to visit Forrest Road. However, we must establish and enforce consistent policies in regards to visitors. Please adhere to the following guidelines when dealing with visitors/visitation requests:

- Visitors should report directly to the front office upon arrival.
- Appropriate picture identification will be required.
- Visitors will be provided a visitor’s pass to wear while on campus
- Parents are not to report to a classroom without permission from the office. **All classroom visits are limited to 1 hour.**
  - **Teachers are not to call parents and ask them to pick up their child or sit with them in the classroom due to discipline issues. Follow the School Discipline Plan and Parent Conference Procedures.**
- The office staff will notify the teacher of classroom visits.
- We will ask parents to reschedule if the class is testing.
- Please remember that this is not the time for a conference.
- Also, please do not ask/allow the parent to discipline the student while in the presence of other students. Contact the front office if this becomes an issue.
- Only a student’s parents/guardians are allowed to visit classrooms.
- No visitors will be allowed in the building at this time unless it is absolutely necessary.

### ***Additional Information:***

***\*\*\*Professional conduct is expected at all time.***

1. **Cell Phones/ Electronic Use:** The use of cell phones, stereos, radios or television during the school day is permitted for instructional use only, unless it’s an emergency. No phone ear pieces are allowed to be worn during school hours.
2. **Withdrawals:** When you are notified that a student is withdrawing; contact the secretary immediately. The secretary will provide you with instructions and a form that must be completed by the homeroom teacher.

Also, all library books, textbooks and lunch charges must be cleared. Please remember that only the parent that registers the child may withdraw the child.

3. **Classroom Materials:** Request classroom materials and supplies as needed.
4. **WARNING:** Pesticides such as ant, roach or wasp spray are **not allowed** in the school building. We are contracted with an exterminating company that will service our requests within 24 hours of notification. However, if a child is sprayed in the eyes or is allergic to sprays in your room there could be legal ramifications.
5. **Cleaning Aids:** Likewise, **do not** use cleaning aids that have a warning sign on the label, due to the accidents that could occur in your classroom.
6. **Sending Documents Home:** All written documents must be approved by the principal or assistant principal before they are distributed.
7. **Mass Emails:** Please **do not** send mass emails to the staff without prior approval from principal or assistant principal.
8. **Workroom:** Please **do not** allow students to visit the teacher workroom for any reason.
9. **Deadlines:** It is the responsibility of each staff member to meet deadlines given by various staff members such as the principal, assistant principal, secretary, academic coach, counselor, media specialist or other teacher leaders.
10. **End of the Year Check-out Procedures:** A teacher not returning to the school or district must check- out with the principal. Keys and electronic devices must be turned in. A classroom or designated inventory will be conducted upon your departure.

**I have read and understand the policies and procedures in the Forrest Road Elementary Faculty Handbook.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_