

CRUTCHO TEACHER HANDBOOK



CRUTCHO PUBLIC SCHOOL



2010 - 2011

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973-8779 Cell
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INTRODUCTION

This handbook is designed to acquaint teachers with basic school procedures and requirements related to the overall operation of Crutch Elementary School.

ABSENCES/ATTENDANCE

Regular attendance by all staff is critical to the daily success of our children. Staff attendance also impacts our API index. Therefore, good attendance is greatly appreciated. However, whenever a teacher finds it necessary to be absent, he/she will personally advise the principal as soon as possible and preferably before 6:15 the morning of the absence. To contact the principal: call 973-8779. Teachers and paraprofessionals should also notify Ms. Todd at 831-4208, so that a substitute can be notified. If you know in advance you will be out, advise the secretary (Ms. Todd) at the earliest possible date and submit a written leave request. You should also verify your leave has been approved and a substitute has been secured the day before your absence. Failure to report your absences as per the above specifications may result in your absence being reported as unpaid/unexcused. Any staff member reporting late or leaving early shall personally notify the building principal.

All staff members are expected to complete a leave form for any type of absence. The leave form should be submitted no later than the day you return to school. Substitutes may not receive proper compensation, if leave forms are not submitted in a timely fashion.

ABSENCE OF ADMINISTRATION

In the absence of the Building Administrators a teacher may be placed in charge to deal with emergency situations. The faculty will be advised accordingly with an announcement on Infinite Campus.

ASSESSMENTS

The ability to track and monitor student learning is paramount to academic success. This is to be accomplished through frequent assessments. All teachers will be expected to provide a weekly report documenting student progress towards mastery of PASS objectives. Teachers shall use district forms for submitting assessment results. PassKey, E Instruction technology, and our Access Software should be used to simplify and standardize this process. Additional technical assistance will be provided to assist you with this process.

Teachers for grades Pk-3 will be expected to monitor student progress in Literacy Skills using the Literacy First Assessments. Initial Literacy First assessments shall be administered during the first three weeks of school. Students shall be reevaluated each quarter. This data will be used to determine which students will require a reading proficiency plan as mandated by the state. Ms. Rupert will serve as the Literacy First Coordinator. She will be responsible for the following:

Reading Sufficiency Coordinator:

- Advise teachers as to due dates for submitting testing data
- Providing technical assistance for teachers in administering the tests

- Compiling district Reading Sufficiency Data.
- Assisting the Superintendent with submission of required data to the SDE
- Providing supplemental literacy lessons for students
- Demonstrating literacy lessons for teachers
- Maintaining Reading Sufficiency resource materials

CLASSROOM CARE

Teachers should maintain neat and orderly classrooms. Teaching materials should be routinely put away at the end of the day. Students should be encouraged to keep the floors clear of trash and debris. Learning materials should be stored in an orderly fashion. Teachers are encouraged to create a warm inviting atmosphere that is conducive to learning and pleasing to the eye.

Evacuation procedures should be clearly posted and emergency exits should remain clear of obstacles. Classroom doors shall remain locked when the classroom is unoccupied and UNLOCKED while students are present. Thermostats should be set between 73 and 78 degrees while running the air conditioner and between 68 and 73 degrees while running the heat. Lights should be turned out when the classroom is unoccupied.

Teachers should report all maintenance issues using the work order forms found in this guide. Any issue that poses a safety concern should be brought to the direct attention of the building principal and followed up with a written request.

CURRICULUM MAPPING

Each teacher will be asked to participate fully in this process. Guidance will be provided as needed. A great deal of the Professional Learning Community planning time will be used for the purpose of developing District Curriculum Maps. Data from weekly assessments, lesson plans, and test score analysis will be routinely reviewed with your evaluating principal in this process.

EMERGENCY SCHOOL CLOSING

The decision to close school will be made by the Superintendent. Notification will be made to teachers and support staff through the Media and by use of a phone tree. Please contact the person listed below your name on the list for school closing contacts.

EMERGENCY DRILLS

It is the responsibility of all staff members to secure and post Emergency Drill Procedures in their classroom. This information shall also be included in the substitute folder. All drill procedures should be reviewed with students. Fire Drills will be conducted on a regular basis according to state law. A bus evacuation drill shall be conducted during the first two weeks of each semester. Additionally, tornado drills will be conducted several times per year. New legislation now mandates one lock down drill each school year. Details for a lock down drill will be discussed in the future. Teachers not clear on any emergency drill procedure should see an administrator for assistance.

FIRE DRILL

The signal for fire evacuation is a shrill series of electronic sirens. Upon hearing the siren; students, staff, and teachers should file out of the classroom in an orderly fashion to the nearest exit. The classroom door should be shut and left unlocked. Teachers should take their roster with them to account for all students when they have assembled outside. Teachers should display a red or green card to indicate missing students or all students present respectively after taking roll. Names of missing students should be given to the administrator in charge. No one should reenter the building until they receive notification from an administrator indicating all clear to return to the building. **UNDER NO CIRCUMSTANCE SHALL YOU IGNORE FIRE ALARMS. STUDENTS SHALL BE ESCORTED TO THE APPROPRIATE LOCATION EVERYTIME THE ALARM IS SOUNDED.**

INTRUDER DRILL/ LOCKDOWN DRILL

In the event of an intruder entering the building, teachers are to immediately secure students in the classrooms. Any students outside the door should also be secured in your classroom. Do NOT send students to their classroom; pull them into the nearest classroom.

Determine in advance where students can move to be the least visible to someone outside the building and in the hall. Students should be as low to the floor as possible. Students should avoid eye contact with any intruder and remain as quiet as possible.

TORNADO DRILL

The tornado drill alert will consist of an announcement to move to the Tornado Sheltering area to take cover for a tornado watch. At this signal, teachers should escort their class to the designated area. Students should assemble on the floor facing the wall. Students will be asked to assume a “duck and cover position” at an appropriate time during the drill or emergency. (Students need not assume the “duck and cover” position unless imminent danger exists. Imminent danger shall be defined as the issuance of a Tornado Warning by the Weather station or the sounding of tornado sirens in the area. Students and teachers should remain in this position until instructed by intercom or by administration to return to class.

GRADING

Teachers should refer to Infinite Campus and the student handbook for the grading scale. Teachers are expected to record a minimum of three grades per week for each content area they teach. All teachers will be expected to record their grades in Infinite Campus. Grades SHALL be updated at least once per week. Whenever possible, please enter grades on a daily basis. Students should receive clear and specific feedback on their work, in a timely fashion.

All students will receive a progress report in the fifth week of each quarter and a report card for each quarter. Please refer to the school calendar located in this guide for grade posting deadlines. Notification as to due dates for submitting grades will be posted on Infinite Campus.

GREVIANCE PROCEDURE

District employees have the right to use the negotiated grievance procedure to remedy what they believe to be violations, misinterpretations, misapplications of Board Policy or administrative regulations. The Board guarantees there will be no reprisals against employees who use this procedure to correct issues of contention. Employees covered by the collective bargaining agreement should seek resolution through their representative. Please review the negotiated agreement in regard to the appropriate course of action for grievance resolution.

HANDOUTS

All materials sent home with students from an outside agency must be approved by the building principal. Any bulletin you find in your mailbox has already been submitted and approved. Students' work, flyers, and newsletters shall be sent home school-wide on Tuesdays through the TUESDAY FOLDER. The first folder will go home on the second Tuesday after school begins.

HARRASSMENT

All employees must avoid offensive, inappropriate or racially discriminating behavior at work. Included in this category is inappropriate or offensive behavior towards another person's disability. Examples of prohibited conduct include but are not limited to; lewd or sexually suggestive comments, off-color language or jokes of a sexual nature, slurs or other verbal, graphic, or physical conduct relating to an individual's sex, or any display of sexually explicit text, photographs or cartoons.

Sexual harassment is not limited to requests for sexual favors and the complainant need not have suffered economic loss as a result of the harassment. The victim may be male or female and need not be of the opposite gender. The harasser may be any other District employee, regardless of supervisory rank or lack thereof, an agent of the District or a person not employed by the District. The victim does not have to be the person harassed in order to be directly affected by the offensive conduct. The harasser's conduct must be unwelcome.

The victim/complainant should directly inform the offender that the sexual, racial or other offensive conduct indicated is unwelcome and must stop. If the behavior continues, the complainant should contact the Superintendent of Crutcho Public School to obtain information or appropriate forms to file a complaint. Complaints of harassment will be promptly and carefully investigated.

INTERCOM

Opening exercises are conducted at 8:35 a.m. with the Flag Salute, Crutcho Creed, a moment of silence, and any other appropriate daily announcements. In the event the opening exercises are not conducted by intercom, teachers are expected to perform the routine procedures personally.

Additional announcements will be made through Infinite Campus. Please check Infinite Campus for announcements each time you record student attendance. Additional

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intercom announcements may be made during the last five minutes of the day, if deemed necessary. If your instruction is being interrupted by announcements, please advise the principal. All students and teachers shall participate in the morning exercises, unless exempted with a written request from the parent.

No staff member shall make school wide announcements without prior authorization from administration. Permission will only be granted when interruption is deemed absolutely necessary. Teachers can request an announcement be recorded on Infinite Campus by contacting the building principals.

Teachers should advise the office anytime their class will deviate from the standard schedule to assist office personnel in locating your class easily.

Each classroom is equipped with a telephone. This phone should be used to contact the office in the event of an emergency. In the event your call is unanswered, please contact a building principal by cell phone.

Ms. McAfee 973-9779
Mr. Killian 973-8747
Ms. Alexis 973-8783
Ms. Pugh 973-8753

LESSON PLANS

Lesson plans shall be submitted prior to leaving school on Friday afternoons. Teachers will be asked to use the template provided. A copy shall be e-mailed to Ms. Alexis and your evaluating principal. (See list in this document.) Keep in mind these plans will also be used to help you develop your curriculum maps and to monitor student mastery of PASS skills.

Content area	Materials/Resources
Week (date)	Independent Practice
PASS Skill / Student Objective	Assessments
Guided Practice	Bloom's Level
Instructional Strategies	Intervention Strategies / Extensions

*Note: All teachers shall prepare a substitute folder. This folder shall include a pad for the sub to record attendance (provided by the office), discipline referrals provided by the office), and alternate lesson plans (provided by you). These plans should include activities which provide review for previously taught concepts. There should be enough work to cover a two day absence. Please ensure the work included focuses on the essential outcomes expected for your students. The folder should also contain a copy of your schedule, your duty assignments, a student roster, seating chart, and any other instructions to assist the substitute in being as effective as possible.

RETENTIONS

Decisions to retain a child shall be made by a team. The team will consist of the homeroom teacher, the administration, the teacher of the next grade level, and the parent. Teachers wishing to retain a child shall maintain appropriate documentation to substantiate the need for retention. Those teachers required to administer Literacy First assessments shall use this data to assist them in making the decision. Consideration shall

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be given as to whether or not retention will make a difference in the child's opportunity for future success. Most research indicates retention does not increase a child's level of success and may in fact hinder success. However, there are instances where retention may be appropriate. All professional opinions will be heard and considered. The principal shall make the final decision and the Board has the right to overturn the decision should an appeal be filed by the parent. Board policy requires the parents be notified on the third quarter report card when retention is being considered. Parents should however, be advised as early as possible, when it is determined the child may be at risk of being retained. Every effort should be made to meet personally with parents to discuss concerns.

STAFF CONDUCT

Teachers and staff will be expected to adhere to the requirements set forth in the following documents approved by the School Board:

1. Position Description
2. Expectations for Crutcho Teachers
3. Code of Ethics and Standards

Teachers and staff will also be expected to meet the criteria described within the Crutcho Evaluation Instruments.

STUDENT ARRIVALS

PK – 2 students will begin arriving at school at 7:45 a.m. Teachers assigned morning duties are expected to be on duty at this time. Teachers are expected to pick up their students no later than 8:00 in the cafeteria to escort them to class. **CLASS SHALL BEGIN PROMPTLY AT 8:10.**

Students in grades 3 – 8 will begin arriving at 8:10. Duty teachers are expected to be on duty at this time. All teachers should report to the cafeteria by 8:20. **CLASS SHALL BEGIN PROMPTLY AT 8:30.**

STUDENT ATTENDANCE

Attendance records are legal documents. Teachers of grades PK-5 are expected to enter attendance into the student information system prior to 9:00 in the mornings. PK - 5 grade teachers will also need to enter attendance in the afternoons no later than 1:00 p.m. Middle school and elective teachers shall enter attendance during the first five minutes of each class period.

Students who report late to class shall not be admitted unless they have a blue pass from the office. This will insure the student's attendance records are corrected. The office staff will be responsible for changing attendance records for students arriving late or leaving early. Students will be considered tardy, if they arrive after 8:20 a.m.

Teachers should notify the administration when a fifth absence in any single quarter is recorded for a child. Use Infinite Campus discipline referral to notify Mr. Killian.

STUDENT DISCIPLINE

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The Crutcho Board of Education maintains that all personnel are responsible for developing, monitoring, correcting and maintaining appropriate control of student behavior. Discipline programming should be designed to deter unwanted behavior and correct misconduct; allowing students to practice conduct which leads to character development and responsible citizenship.

All teachers shall develop a positive classroom discipline process. This process shall be submitted to and discussed with the principal on or before the first day of school. The classroom discipline plan should be congruent with the student handbook and the district discipline plan.

Teachers are expected to monitor all student activities with diligence. At NO time shall a class be left unsupervised. If you have an emergency, you need to call the office via the classroom telephone and request someone to cover your class. Should you have an emergency on the playground, send the second duty teacher or a child for help. Use your professional discretion to determine what is best for that particular situation.

All discipline should be conducted in a discreet and confidential manner. No student shall be ridiculed or embarrassed in any way by school staff. Showing mutual respect is always the best practice.

ALL reports of sexual harassment, fighting, and bullying shall be documented and submitted to the office on a discipline form using Infinite Campus.

Assignments to In School Suspension will be made only by the administration. However, teachers are encouraged to develop a time-out program that is age appropriate for their classroom.

Teachers should be consistent, fair, and firm in maintaining discipline. When a student's behavior warrants a behavior referral the teacher shall submit the referral as describe in the District Discipline Plan. Referrals will be processed in a timely fashion, giving priority according the severity of the offense and age of the student.

If a student's behavior is severe, the teacher shall notify the office and send the student directly to the office. Do NOT send students who have been fighting together unless supervised by an adult. ALL fights, racial remarks, or behavior that is sexual in nature shall warrant a written referral to be processed by the building principal. When writing a referral, do not include the names of other students on the referral, except in the comment section. This section does not print and thus confidentiality can be maintained in this manner. (Substitutes will use a paper document to report discipline problems.) No substitute shall have access to Infinite Campus unless previously approved by the building principal.

STUDENT REFERRALS

Counseling

Any student who requests counseling should be referred. Use the form found in this guide. If you have concerns with a child's behavior or emotional well being, discuss your concerns with the counselor and make a referral when warranted.

Child Welfare

All school personnel are bound by law to report directly to child welfare any concerns of abuse or neglect. If a child reports being abused, you must report the abuse.

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It is not our place to evaluate or investigate the situation. This is the duty of child welfare. You ARE welcome to discuss any concerns with the building principal prior to making a report, but this is NOT required. Reports may be made anonymously, however it is best if your report is documented. A form for making a written report is available in the office. Also, additional training for identifying and reporting abuse will be provided during the course of the year as mandated by law.

You will need specific demographic information when reporting to DHS. When you call the report in have the following information from Infinite Campus available:

- Child's name
- Social Security #
- Parents' names and race
- Telephone numbers
- Home Address
- Information regarding siblings living in the home

Gifted and Talented

Any child performing significantly above grade level or demonstrating talent in the areas of creativity, art, music, leadership, etc. should be referred for the Gifted and Talented program. (Teachers interested in providing after school G & T classes should submit a request via e-mail to Ms. McAfee. Also outline your idea for the class.) Classes should provide extension activities for enhancing the mastery of PASS skills. All teachers shall provide extension activities in their classroom. A description of these activities shall be submitted to the Gifted and Talented Coordinator. Kate Hardy currently serves as the Gifted and Talented Coordinator (khardy@crutchoesd.org).

Special Education

Students that are performing one to two levels below grade level should be referred for special education. However, prior to making such a referral; efforts to modify the curriculum and to provide additional help should be attempted. Procedures for making an evaluation referral can be found in the appendix of this guide. Ms. Barnett will be serving as the Special Education Coordinator this school year. She has many years of experience in the field and will be happy to answer questions and guide you through the process. She will also be available immediately after school. (vbarnett@crutchoesd.org)

STUDENT RELEASE DURING THE SCHOOL DAY

All students MUST check out through the office. If a parent comes to your class to pick up their child, please refer them to the office. No student should ever be allowed to walk home unless special permission is granted by a building principal.

STUDENT ILLNESS OR INJURIES OF STUDENTS

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If a student becomes ill at school, he/she should be sent to the office. Office staff will determine whether or not the child should be picked up from school. The teachers should note observed symptoms on the hall pass.

Students requiring first aid at school are to be brought to the office. Do NOT move a child from an accident site unless the child is able to walk on his/her own. Notify the office for assistance in the case of emergencies such as broken limbs or trauma that incapacitates a student. ALL students receiving ANY type of head trauma should be referred to the office.

An accident form must be completed for any student involved in an accident which results in an injury. A master copy is available on terminal services in the "Documents for All Teachers" file. Additional copies will be available in the office. (Note: Accident forms should also be completed for injured adults.)

TEACHER DRESS

Teachers should keep in mind that students have been asked to wear school uniforms and their dress should be equally as appropriate for the school setting. The School Board has communicated their desire to see teachers dress in a professional manner. All dress should preserve modesty. They specifically stated they would prefer not to see jeans, warm-ups, or sweat pants. Physical Education teachers shall be permitted to wear professionally appropriate warm-ups.

TELEPHONES

The office telephones shall not be used to conduct calls that do not pertain to school matters. All teachers will have a telephone in their classroom. Additional phones are available in the lounge and our meeting room. Please limit personal calls, so the phone is available for other staff as needed. Callers requesting to speak to teachers or paraprofessionals during class time will be advised of this information and a message will be placed in your mail box. Please check your boxes routinely. If the caller advises the office of an emergency situation, someone will be sent to cover your class while you take the call. TEACHERS, please do not use the secretarial phones for personal use, as this prevents them from taking outside calls.

Please use personal cell phones and classroom phones at appropriate times.
Instruction should not be interrupted by telephone calls.

Students are not to use the phone without permission from office staff and a pass from their teacher. All arrangements to go home with a friend or have a friend accompany a student home, are to be made through the parent(s) or guardian(s) before students arrive at school.

WORK - DAY

The school day for all staff is from 7:45-4:15 p.m. Monday through Friday. Staff will also be expected to meet weekly with their Professional Learning Community (PLC). ALL staff members are expected to attend Meet Your Teacher Night, a minimum of one Parent meeting, a minimum of one basketball game, and other school events as requested by the Administration.

FIELD TRIPS

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Field trips must be approved at least 2 weeks in advance. The teacher must make necessary arrangements with the Director of Transportation and with the Cafeteria Manager to provide sack lunches, if needed. The field trip permission form is attached.

Faculty & Staff

Ms. Gold	-	Pre-K
Ms. Hicks	-	Pre-K
Mrs. Black	-	Kindergarten
Mrs. Shelton	-	Kindergarten
Ms. Brady	-	First
Ms. Pryor	-	First
Ms. Nine	-	Second
Ms. Schoff	-	Second
Ms. Perry	-	PK-2 Special Education Teacher
Mr. Henderson-		PK-2 Para Professional / Bus Monitor
Mrs. Battershell-		Third
Ms. Clear	-	Third
Ms. Chapman	-	Fourth
Ms. Wilson	-	Fourth
Ms. Prandy	-	Fifth
Ms. Barnett	-	Special Education 3-5/ Special Education Coordinator
Ms. James	-	3-5 Paraprofessional / Bus Monitor
Ms. Chapple	-	M.S. 6-8 Self-Contained
Ms. Bercher	-	M.S. Science / Study Skills
Mr. Purvis	-	M.S. Social Studies
Ms. Hardy	-	M.S. Language Arts
Ms. Farrell	-	M.S. Math
Mrs. Tindell	-	M.S. Special Education
Mr. Wandick	-	6-8 Paraprofessional / Bus Driver
Ms. Rupert	-	Librarian/Literacy-Coach
		Reading Sufficiency & Test Coordinator
Ms. McAfee	-	Library Assistant / Bus Monitor
Ms. Alexander-		Physical Education / Parent and Community Coordinator
Ms. Cherry	-	Title I / Technology
Ms. Morris	-	Title I Math and Reading Interventionist
Ms. Jackson	-	In School Suspension
Ms. Alexander	-	Assistant Principal's Secretary / Receptionist/Registrar
Mrs. Pugh	-	Receptionist / Payroll / Insurance
Mrs. Shelby	-	Treasurer / Activity Fund Custodian
Mr. Smith	-	Technology Coordinator
Mrs. Todd	-	Encumbrance Clerk / Director of Child Nutrition

Ms. Kaupke - Counselor / Counseling Program Coordinator
Mr. Agyeman - Custodian / Maintenance
Mr. Gold - Custodian
Mrs. Owens - Cafeteria Staff
Ms. Borboa - Cafeteria Staff
Mrs. Robinson- Cafeteria Staff
Mrs. Jennings - Board President
Ms. Barber - Vice President of the Board
Mr. Keeler - Member of the Board